

VILLAGE OF SOUTH RUSSELL

DATE: Feb. 2, 1998

COMMITTEE: mills, McILRATH, BRETT
Septic/Sewer Committee

TIME: 6:00 pm

PRESIDING CHAIRPERSON:

LOCATION: S. Russell
Village Hall Baseme

Ruth McIlrath

MEMBERS PRESENT: mills, McILRATH, Brett

MEMBERS ABSENT: _____

Agenda Item(s)	Recommendations/Action
Call to Order	6 pm
Approval of Minutes	general Discussion relating to issue of Bellwood Chlorinator: Most specifically dealt with Appropriateness of paying for Chlorinators . Loose agreement as a commi to introduce ordinance for S. Russell Village to absorb chlori nator costs until they are remov around year 2000.

Please Return to Village Clerk As Soon As Possible

Septic Tank Committee Report April 23, 1998

Members Present: Roger Mills, Ruth McIlrath, Gary Brockett and Matt Brett.

The meeting was called to order at 7:30 P.M. by Roger Mills.

1. We spent most of the meeting reviewing the 3-page memo from Mr. Timothy Masturzo, Bellwood Club President. His comments are attached for your review as well as a 5-paragraph reply from Mr. Roger Mills. During our discussion there was a substantial difference of opinion regarding the ten points made by Mr. Masturzo. In the end, we each stated our individual summaries of the issue and they are summarized in the 2-pages attached to these notes.
2. The Committee Voted 2-to-1 to recommend to Council that we "Absolve the Bellwood residents from chlorination costs."

The meeting ended at 8:30 P.M.

Brackett

RECEIVED
APR 22 1999
South Russell Village

To: Mayor Young

South Russell Village Council

As per your request, we respectfully submit the following thoughts we have pertaining to the Bellwood residents being forced to pay for the Chlorinators. We feel that the following is fair and accurate. We are well aware of the importance and difficulty regarding this matter. We ask that the Village Council consider the following points we have brought forth and vote favorably pertaining to the pending resolution.

Respectfully,

Tim Masturzo

Bellwood Club President

Why Bellwood residents should not be forced to pay for the Chlorinators.

1. Bellwood residents opposed the Chlorinators at the inception of the idea.

(This was not something we wanted, nor did we feel it was the right answer)

2. The Chlorinators serve only 37 of the 110 residents.

(The Chlorinators service only some of the common tiles, meaning only 37 homes are directly affected, yet would everyone be charged.)

3. Some Bellwood residents are already on sewers. (4-5)

(Residents along Bell Rd. have been connected to sewers, meaning it is not possible for those homes to contaminate - yet should they pay for Chlorinators?)

4. The Chlorinators may not be necessary.

(Since all septic tanks in Bellwood have been cleaned, there may have been no need for Chlorinators. No sample tests were conducted after all tanks were cleaned.

5. Who is the bad guy?

(Since septic tanks join into common collection lines, it is virtually impossible to determine what residents contributed to contamination, and what resident's systems are actually 'clean'. Since there are three common lines affected by chlorinators, it is actually possible that only three septic systems are putting out contamination.)

6. Bellwood residents never had a part in the decision.

(Residents were never given any options as to what they would have done when faced with the situation. Residents were given no opportunity in the decision making process to select or devise an alternative solution, re-testing sites in question, etc.)

7. Department of Health recommended South Russell pay for Chlorinators.

(In Board of Health meeting Aug. 12th, 1996, the Board of Health recommends that South Russell pay for installation and maintenance costs pertaining to the Chlorinators).

8. Bellwood has been pro-active in the problem solving pertaining to the septic/sewer issue.

(Bellwood residents as a group have been active in trying to develop the proper solutions for everyone involved.)

9. Bellwood does not have the authority to police itself pertaining to the septic conditions.

(As a homeowners association, we do promote residents to maintain all aspects of their home and property, however we have no authority to force anyone to upgrade their systems. Also, since existing septic systems tie into common collector tiles, it is almost impossible to detect which systems is causing contamination.)

10. Substantial financial burden already.

(As the popping up of 'For Sale' signs indicate, Bellwood residents are currently faced with a \$15,900 assessment plus a tie in cost of another several thousand dollars.)

In my view, all the reasons for Bellwood to pay are legitimate. Further, those reasons for the Village to pay which relate to legalities, have no bearing on the right and wrong of this decision. Nor does the fact that Bellwood opposed the chlorinators and had no say in the decision to install them. The fact is, the Village had no say in the matter either.

The fact that only 37 of 110 residents are hooked up is just a matter of luck that we weren't ordered to install equipment in all the outlets. And, concerning the fact that it would be unfair to charge those residents who are already on sewers.....well, I don't know how they would be charged anyway. Only those who would be charged for the sewer would be charged for the chlorinators.

The question of whether the chlorinators are needed is a mute point. (I think the timing of the cleaning and the timing of the order would not have permitted the Village to make any other decision than to install the chlorinators.

If, in the final analysis, it is determined that Bellwood can not be made to pay, then we swallow the cost. The fact that there may be some additional legal expenses along the way will just have to be expected.

All we are doing at this point is deciding whether a particular ordinance absolving Bellwood from having to pay for the chlorinators should be voted down. While our action may signal what our future stance may be, this action by itself does not necessarily mean Bellwood residents will get charged for the chlorinators. If Bellwood feels a more definitive decision should be made now, an ordinance could be introduced in the affirmative and voted up or down.

Bellwood Chlorinator Issue

Questions:

1. Why should the Village pay for the chlorinators instead of Bellwood?
2. Why should Bellwood pay for the chlorinators and not the Village?

1. Why should the Village pay and not Bellwood?

- Because Bellwood has always been opposed to the chlorinators and never had a part in the decision to install chlorinators.
- Because chlorinators may not even be needed. No tests were taken after the tanks were cleaned.
- Because, the chlorinators are like many things the Village pays for such as building, repair and maintenance of roads and storm sewers.
- Because the Village has been mandated by the OEPA to install the chlorinators and the County Health Dept. recommended that the Village pay for the installation and maintenance of the chlorinators.
- Because, since it is widely agreed that **all** residents of Bellwood have not contributed to the pollution and since it is similarly impossible to tell which of the residents of Bellwood **are** responsible for the pollution, there is no fair means of determining who should be responsible for paying.
- Because the Village never enforced its septic tank cleaning ordinance leaving Bellwood residents with no way to force its residents to maintain or upgrade individual systems.
- Because the chlorinators only serve 37 out of the 110 Bellwood residents.
- Because it would not be fair to charge those residents who are already on sewers.
- Because the homeowners did not know about this expense when they made their choice between sewers and septic systems.
- Because it appears there is no legal way to charge Bellwood for the chlorinators at this point in the process without risking a protracted legal fight which the Village may lose.
- Because Bellwood residents have been proactive in the problem-solving process.
- Because Bellwood residents are already facing a huge financial burden, it should not have more added on.

VILLAGE OF SOUTH RUSSELL

COMMITTEE: Brett, Mills, McILKATH

PRESIDING CHAIRPERSON: McILKATH

DATE: 10/29/98

TIME: 6:30

LOCATION: S. Russell
Village Hall

MEMBERS PRESENT: all

MEMBERS ABSENT: none

Agenda Item(s)

Recommendations/Action

Call to Order

Approval of Minutes

Sewer / Septic
meeting

Brett discussed current Bellwood
sewer installation. County plan
to have all systems in and ready
for hookup by 11/30/98.

Brett discussed his concern,
shared by Mills + McILKATH
that road cuts + road breakaway
will worsen during winter + plowing

Discussion of current
visual (only) septic inspection
by septic tank cleaners.

Discussion of now-defunct
Southwyck package plant and
defunct Chagrin Lakes plant.

Three members to call
various persons r/t above issues
and to be discussed at next meeting

Please Return to Village Clerk As Soon As Possible as yet
unscheduled.

Ruth McIlkath

Agenda Item(s)

Recommendations/Action

Please Return to Village Clerk As Soon As Possible

VILLAGE OF SOUTH RUSSELL

COMMITTEE: Bldg.

PRESIDING CHAIRPERSON: McILKATH

DATE: 3-29-99

TIME: 6:45 pm

LOCATION: S. Russell
Village Hall

MEMBERS PRESENT: Brett, McILKATH, HOCEVAR

MEMBERS ABSENT: _____

Agenda Item(s)

Recommendations/Action

Call to Order

Approval of Minutes

Discuss GIS -

Discussion of
Unsewered properties
(Hughes, Catesworth x2
and Brown)

6:55 pm.

Unanimous

Hocevar Stated that GIS is now
hooked up as of this morning.
Need to give current maps to
C.F. Fire Dept. for street update.

Hocevar had followed up,
at Council's request, contacting
homeowners involved to
find out the direction homeowners
were taking. Discussion of
setting time limits for septic
solutions.

Ruth McIlkath, Chairperson

Please Return to Village Clerk As Soon As Possible

3-29-99

LYNDALL HUGHES
32 North Main Street
Chagrin Falls, Ohio 44022
(440) 247-8911, Fax (440) 247-8913
Email: chagringun@att.net

RECEIVED
FEB 18 1999

SOUTH RUSSELL
BLDG/ZONING DEPT

February 12, 1999

South Russell Village
Department of Building and Zoning
5205 Chillicothe Road
South Russell, Ohio 44022

Dear Mr. Hocevar,

As you may or may not know, there was a fire in Yours Truly restaurant in Chagrin Falls. I own the building Yours Truly occupies as well as occupy the building myself as Lyndall Hughes Real Estate and Chagrin Valley Firearms.

Due to the intense smoke and smell which permeated my quarters, it was necessary to completely vacate both of my areas in order for the restoration company to tear out all the walls, ceilings and part of the roof. All plaster, dry wall, wall paper, insulation, had to be removed so that the wood underneath could be painted to seal in the smoke smell.

In order to do this everything in both areas had to be trucked into storage in a warehouse run by the Restoration Company, Farrow Restorations. All files were packed in cardboard boxes and I have not seen them since late July and early August 1998. There are about 100 boxes full of my former office contents.

The files relating to your correspondence are packed in these unmarked boxes and are not available at this time. The restoration is very close to being completed and I expect to start receiving those boxes back at my completely remodeled offices in the latter part of March or the first part of April.

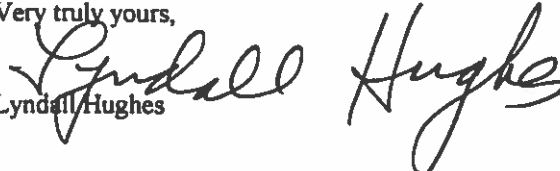
As soon as I start receiving those boxes I will start looking for the papers pertaining to both your correspondence and from Geauga County sanitary engineers Dept.

I was told by the Geauga County Engineers office that since they would not give me a connection to the new relief sewer on my side of the road that I would not be required to connect to the sewer.

As you know I have 7 acres of land and request a variance to the sewer connection.

As soon as I find the papers pertaining to this matter you will hear from me.

Very truly yours,


Lyndall Hughes

City of South Russell
C/O David T. Hocevar
Chief Building Official
Department of Building & Zoning
5205 Chillicothe Rd.
South Russell, OH 44022

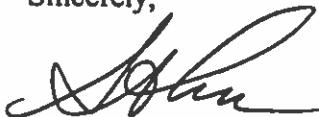
RECEIVED
FEB 18 1999
SOUTH RUSSELL
BLDG/ZONING DEPT

February 16, 1999

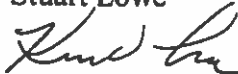
Dear Mr. Hocevar,

As per your certified letter, I would greatly appreciate to have a variance hearing with the city council. Please inform us as to when. Also per your request, I will bring my most recent septic pumping slip. Thank you for your time in this matter.

Sincerely,



Stuart Lowe



Karen Lowe

Village of South Russell
Department of Building and Zoning
5205 Chillicothe Road
South Russell, OH 44022
(440)338-1312 Fax:338-1606

David T. Hocevar

Building Commissioner

CERTIFIED MAIL Z 529 583 354
February 9, 1999

Stuart & Karen Lowe
36 Sugar Bush Lane
South Russell, OH 44022

RE: McFarland Sanitary Sewer Connection
36 Sugar Bush Lane

Dear Mr. & Mrs. Lowe,

Per our telephone conversation on February 4, 1999, you are required to tie into the McFarland Sanitary Sewer system. This letter is notification that you have thirty days to meet compliance to the code requirement, or this matter will be forwarded for due legal process.

As the Village requires that all septic systems be pumped bi-yearly, and you are utilizing an existing septic system, we request the submittal of the most recent pumping slip, issued to you by your septic pumping company.

It is however, your option to appeal this matter in writing, before the members of Council. Per Codified Ordinance Section 1024.6 SEPTIC TANKS PROHIBITED. Council shall hear the variance request at its next regular meeting or at a special meeting convened therefor, and shall grant or deny the variance within forty-five days of the date that the request for the variance is received. (Ord.1978-17. Passed 6-12-78.)

Sincerely,



David T. Hocevar
Chief Building Official

DTH/dlk

Cc: Mayor & Council

Village of South Russell
Department of Building and Zoning
5205 Chillicothe Road
South Russell, OH 44022
(440)338-1312 Fax:338-1606

David T. Hocevar

Building Commissioner

February 1, 1999

Stuart & Karen Lowe
36 Sugar Bush Lane
South Russell, OH 44022

RE: McFarland Sanitary Sewer Connection
36 Sugar Bush Lane

Dear Mr. & Mrs. Lowe,

Through information we received from the Geauga County Health Department, it does not appear that you are tied into the McFarland Sanitary Sewer System as required.

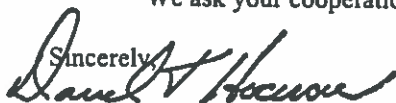
C.O.#1024.08 SEWER TIE-INS.

No person shall use a septic tank sewage disposal system or an on-site sewage disposal system where a public sewer is available and accessible.

Every dwelling house and every building designed for, or occupied by, persons in the Village shall be separately connected with the public sewerage system.

In cases of new sewer construction or extensions to the sewerage system, the required tie-in shall be effected within six months from the date of acceptance of the sewer by the County or other appropriate agency. (Ord. 1979-21. Passed 4-23-79.)

We ask your cooperation of a response to discuss this matter with me, upon receipt of this letter.

Sincerely,


David T. Hocevar
Chief Building Official

DTH/dlk

Cc: Mayor & Council

James L. Cotesworth
1082 Bell Road
Chagrin Falls, Ohio 44022
TEL. (440) 338-8419

January 25, 1999

David T. Hovevar
Chief Enforcement Officer
Village of South Russell
5405 Chillicothe Road
South Russell, Ohio 44022

Dear Dave,

This is in response to your letter of January, 13, 1999 regarding sewer connections for 1080 and 1082 Bell Rd. First let me tell you that there are actually four (4) properties involved. Three have frontage on Bell Rd, one of which is 1080 Bell, plus the lot on which our house is situated which is located behind those three (3) properties, and is known as 1082 Bell Rd..

All of these properties were permanently exempted from being connected to the McFarland Sewer, by the County Commissioners and the County Sanitary Engineer at the time the sewer was built in 1978. Further, since the ordinance to which you refer was under consideration at that time (April of 1978), you should know that during May of 1978, I showed the correspondence from the County to South Russell Village Councilmen and was assured that the ordinance to which you refer would not apply to these properties, based on that correspondence, a copy of which is attached.

My guess is that neither you nor any of the people on council today are familiar with the history of the issue as it relates to our property, so I will attempt to recount it for you.

At the time the McFarland sanitary sewer trunk line was designed, by law, everyone who's property would be affected by the line was notified of the pending construction of the line and given the opportunity to be heard on the project. Though we did not receive a notice when our neighbors did, we went to the public meeting held at Gurney school anyway. There we found that the map of the proposed sewer line showed that our property was not involved in the project, and that was the reason we had not received any notice of the meeting. To be certain there was no mistake, we contacted the County authorities, who assured us we would not be on the line, as they had decided that the properties from the top of the grade to the bottom of the grade on Bell were of sufficient

size to be adequately served by septic systems. Therefor, the upper portion was to stop somewhere short of the house now occupied by the Marshal's at 1100 Bell, and the lower section was to end down at Southwick. Our property along with that owned by Lyndall Hughes and perhaps one or two other properties would not be affected. You can imagine our shock when we returned from a two week trip to find the sewer was being installed in front of our property. I immediately called Jim Mueller, a Geauga County Commissioner at the time. He researched the matter and explained that a rerouting decision had been made at the last minute during construction, "for the convenience of the contractor" and that since none of the potentially affected property owners had been notified of the change, we would never have to connect to the sewer, but would have the opportunity to do so if we ever choose to connect to it. In fact, you will notice in the correspondence, that to make any of these connections, we would have to submit an application for tie in to the County.

Notwithstanding the above, I respect the need to maintain a properly working septic system for my own sake and for the sake of my neighbors. In the thirty years we have lived here, I have kept the septic systems in good repair and have had them cleaned regularly. Your letter asks that I submit the latest "pumping slips", which I don't bother to keep, as they are submitted to you by the contractor anyway. My wife told me, that you told her, it was through receipt of those slips that you first realized we were not connected to the sewer. Therefor, I assume this is not a legitimate issue.

While this may not carry much weight with you, I still would like to point out that with nearly ten acres of land, and decades of experience we have plenty of room for adequate leach beds and do not have a septic problem. In fact, I was advised that that was the primary consideration of the County Sanitary Engineers when the original sewer layout design omitted these property's.

I feel certain that present Village Council will respect the decisions of their predecessors and of the County Commissioners and County Engineers all of which were made at the time of the passing of the referenced ordinance, (Ord. 1978-17).

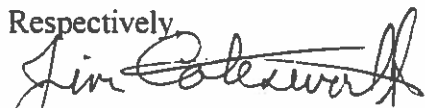
I have no desire to incur any legal fees trying to settle this matter, but the expense I would have to incur to connect to the sewer lines now, would leave me no choice. Not counting any assessment fees, connection fees, and permit fees, I would have to;

1. Hire an engineer to design the appropriate grinder unit needed to grind the waste, and pump it up hill to connect to the line.
2. Buy and install a grinder pump station.
3. Probably grant an easement on one of my street lots, thus devaluing that lot.
4. Hire a contractor to dig six or seven hundred feet of trench, and install the grinder station, run the electricity to it, and connect to the sewer.

The estimates I have received to do these things are in the tens of thousands of dollars. What for? To solve a problem that doesn't exist. If there was going to be a problem with our septic systems it I believe we would have seen it by now, since these systems have been in operation for about 75 years.

As I am about to retire, the financial burden of making the connections at this time would be onerous and patently unfair. If I develop a problem with sewage disposal that effects any neighbors, and which can not be adequately corrected with a septic system, I would expect to connect to the sewer, until then I hope you will elect to allow us live in peace as good, and long standing, residents of the Village of South Russell.

Respectively

A handwritten signature in cursive script, appearing to read "Jim Cotesworth".

James L. Cotesworth



COUNTY OF GEAUGA

OFFICE OF THE SANITARY ENGINEER

237 MAIN STREET

ROGER M. NALL, Sanitary Engineer

CHARDON, OHIO 44024

March 9, 1978

PHONE 285 - 2222, EXTENSION 141, 142, 143

Mr. James Cotesworth
1082 Bell Road
Chagrin Falls, Ohio 44022

Re: McFarland Creek SSD
GC 73-100SR
Tie-in Request

Dear Mr. Cotesworth:

This letter is per your telephone conversation with Mr. Roger Nall.

In order for your properties to use the sewer system in South Russell, the following two items must be satisfied:

1. An application, per tie-in, to be submitted to this office.
2. A fee to include a would have been assessment, a tap-in fee and a permit fee.

The tax maps show the lots in question as having 110.52', 145' and 122' assessable frontage respectively.

The assessment formula used for that area is based on:

- a. \$3.50 per front foot for the main line abutting your property.
- b. \$600 for a connection from the main line to the property line.
- c. \$405 per benefit unit or buildable lot.

Based on this formula, your assessment per lot would have equaled the subtotals in the table below, which would be included in the cost for a tie-in as indicated by the totals opposite each lot.

Actual Frontage	Conn.	3.50/A Frontage	Benefit Unit	Sub Total	Tap-in	Permit	Total
110.52	\$600	\$386.82	\$405	\$1391.82	\$850	\$50	\$2292.82
145	600	507.50	405	1512.50	850	50	2412.50
122	600	427	405	1432	850	50	2332.00

Page 2
McFarland Creek SSD
Tie-in Request

I trust the above answers your questions regarding this matter, however if you need further clarification, do not hesitate to contact this office.

Sincerely,

Roger M. Nall, P.E.
Sanitary Engineer

A handwritten signature in dark ink, appearing to read "G. S. Saikaly", with a long horizontal stroke extending to the right.

G. S. Saikaly
Administrative Supervisor

GSS/djc

cc: Commissioner J. Mueller

March 30, 1978

Mr. Roger M. Noll
Sanitary Engineer
County of Geauga
237 Main Street
Chardon, Ohio 44024

Dear Mr. Noll:

I received Mr. Sarkaly's letter of March 9, 1978 concerning my cost to connect three of my properties on Bell Road to the sewer which is being placed in front of these properties at this time.

Although not overtly stated, I understand from our first conversation that I was not originally included in the assessment list and original plans did not call for placement of the sewer in front of my properties. Since the sewer is now being placed there at no additional cost to the County and since I was neither on the assessment list, nor did I receive notice prior to sewer placement, I cannot be forced to connect to it as a matter of course unless action is taken through the Health Department.

It is my hope that you will confirm my understanding as stated above, and that you will, at the same time, provide one more piece of information. The information on costs for the three lots covered in Mr. Sarkaly's letter was very helpful, but it failed to provide the same information for my fourth lot which is isolated from the road and located directly south of the three lots covered in the letter. It is this fourth lot on which my house is situated and it is a parcel of approximately 4.51 acres. My house is about 600 feet from the street. Please confirm that this property will not be assessed for the sewer and the procedure to be followed if I should one day elect to connect to that sewer. Also, I would like to know the cost of such a potential connection.

Thank you for your attention to this matter.

Sincerely,



James L. Cotesworth
1082 Bell Road
Chagrin Falls, Ohio 44022

cc: G. S. Sarkaly, Adm. Supervisor
Commissioner James Mueller



COUNTY OF GEauga

OFFICE OF THE SANITARY ENGINEER

237 MAIN STREET

ROGER M. NALL, Sanitary Engineer

CHARDON, OHIO 44024

PHONE 285 - 2222, EXTENSION 141, 142, 143

April 25, 1978

Mr. James L. Cotesworth
1082 Bell Road
Chagrin Falls, Ohio 44022

RE: MCFARLAND CREEK SSD
GC 73-2-100 SR
Tie-in Requirements

Dear Mr. Cotesworth:

In regard to your letter of March 30, 1978; your understanding of the tie-in enforcement for your properties abutting Bell St. in South Russess Village is proper.

Enforcement proceedings would seem to be applicable to those lots should the Health Department choose to apply them.

The 4.51 acre lot seems to be beyond the enforcement limits. Should you, however, choose to connect this parcel to the sewer line your cost would be made up of an adjusted tap-in fee to include charges for the benefit derived from the system as well as a permit fee:

1. Benefit unit	\$ 405
2. Tap-in	850
3. Permit	50
	<u>\$1305</u>

In addition the cost of reaching the sewer line would be yours. This will be the charge for one unit. Should there be additional development, additional charges will be applied.

Finally, you mention that the additional sewer in front of your properties was placed at no cost to the County. In actuality, said line is in exchange for another segment of the line as a result of rerouting. The trade did allow the County to get more for its money but not a free line.

I hope this clarifies the matter a bit more. However should you need future clarification feel free to contact this office.

Respectfully,
Roger M. Nall, P.E.
SANITARY ENGINEER


G. S. Saikaly
ADMINISTRATIVE SUPERVISOR

RMN/GSS/gm

cc: Commissioner James Mueller

City of South Russell
C/O David T. Hocevar
Chief Building Official
Department of Building & Zoning
5205 Chillicothe Rd.
South Russell, OH 44022

RECEIVED
FEB 18 1999
SOUTH RUSSELL
BLDG/ZONING DEPT

February 16, 1999

Dear Mr. Hocevar,

As per your certified letter, I would greatly appreciate to have a variance hearing with the city council. Please inform us as to when. Also per your request, I will bring my most recent septic pumping slip. Thank you for your time in this matter.

Sincerely,



Stuart Lowe



Karen Lowe

Village of South Russell
Department of Building and Zoning
5205 Chillicothe Road
South Russell, OH 44022
(440)338-1312 Fax:338-1606

David T. Hocevar

Building Commissioner

CERTIFIED MAIL Z 529 583 354
February 9, 1999

Stuart & Karen Lowe
36 Sugar Bush Lane
South Russell, OH 44022

RE: McFarland Sanitary Sewer Connection
36 Sugar Bush Lane

Dear Mr. & Mrs. Lowe,

Per our telephone conversation on February 4, 1999, you are required to tie into the McFarland Sanitary Sewer system. This letter is notification that you have thirty days to meet compliance to the code requirement, or this matter will be forwarded for due legal process.

As the Village requires that all septic systems be pumped bi-yearly, and you are utilizing an existing septic system, we request the submittal of the most recent pumping slip, issued to you by your septic pumping company.

It is however, your option to appeal this matter in writing, before the members of Council. Per Codified Ordinance Section 1024.6 SEPTIC TANKS PROHIBITED. Council shall hear the variance request at its next regular meeting or at a special meeting convened therefor, and shall grant or deny the variance within forty-five days of the date that the request for the variance is received. (Ord.1978-17. Passed 6-12-78.)

Z 529 583 354

US Postal Service

STUART KAREN LOWE	
Street & Number	
36 SUGAR BUSH LN.	
Post Office, State & ZIP Code	
SOUTH RUSSELL, OH 44022	
Postage	\$ 33
Certified Fee	140
Special Delivery Fee	
Restricted Delivery Fee	
Return Receipt Showing to Whom & Date Delivered	125
Return Receipt Showing to Whom, Date, & Addressee's Address	
TOTAL Postage & Fees	\$ 298
Postmark or Date	

If we can return this package does not require article number and the date	I also wish to receive the following services (for an extra fee):
	1. <input type="checkbox"/> Addressee's Address 2. <input type="checkbox"/> Restricted Delivery Consult postmaster for fee.
4a. Article Number	
Z 529 583 354	
4b. Service Type	
<input type="checkbox"/> Registered <input checked="" type="checkbox"/> Certified <input type="checkbox"/> Express Mail <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> COD	
7. Date of Delivery	
2/11/99	
8. Addressee's Address (Only if requested and fee is paid)	

Thank you for using Return Receipt Service.

Village of South Russell
Department of Building and Zoning
5205 Chillicothe Road
South Russell, OH 44022
(440)338-1312 Fax:338-1606

David T. Hocevar

Building Commissioner

February 1, 1999

Stuart & Karen Lowe
36 Sugar Bush Lane
South Russell, OH 44022

RE: McFarland Sanitary Sewer Connection
36 Sugar Bush Lane

Dear Mr. & Mrs. Lowe,

Through information we received from the Geauga County Health Department, it does not appear that you are tied into the McFarland Sanitary Sewer System as required.

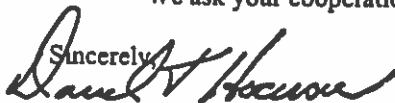
C.O.#1024.08 SEWER TIE-INS.

No person shall use a septic tank sewage disposal system or an on-site sewage disposal system where a public sewer is available and accessible.

Every dwelling house and every building designed for, or occupied by, persons in the Village shall be separately connected with the public sewerage system.

In cases of new sewer construction or extensions to the sewerage system, the required tie-in shall be effected within six months from the date of acceptance of the sewer by the County or other appropriate agency. (Ord. 1979-21. Passed 4-23-79.)

We ask your cooperation of a response to discuss this matter with me, upon receipt of this letter.

Sincerely,


David T. Hocevar
Chief Building Official

DTH/dlk
Cc: Mayor & Council

Village of South Russell
Department of Building and Zoning
5205 Chillicothe Road
South Russell, OH 44022
(440)338-1312 Fax:338-1606

David T. Hocevar

Building Commissioner

February 23, 1999

Mr. Lyndall Hughes
1075 Bell Rd.
South Russell, OH 44022

RE: Sanitary Sewer Tie In
PP 29-042800

Dear Mr. Hughes,

Council has asked me to inform you that they appreciate your response to our letter of January 13, 1999, but unfortunately it does expedite the problem, or meet the criteria set by Council.

They wish to convey to you the need to collect your records and submit upon receipt of this notice the most recent pumping slip issued to you by your septic pumping company.

In addition, if you wish to appeal the required connection to the McFarland Sanitary Sewer System, that you schedule with the Clerk to be added to the next regular Council meeting.

Sincerely,



David T. Hocevar
Chief Enforcement Official

Dlk

Cc:

VILLAGE OF SOUTH RUSSELL

DATE: 4-12-99

COMMITTEE: Building Committee

TIME: 6:45

PRESIDING CHAIRPERSON: M^cILKATH

LOCATION: Village Hall

MEMBERS PRESENT: Brett, M^cILKATH, HOCEVAR

MEMBERS ABSENT: Ø

Agenda Item(s)

Recommendations/Action

Call to Order

6:45

Approval of Minutes

G18

→ Slight glitches last week with G15. HAVE BEEN "self-correct" with monthly update from County.

AL RANDALL

→ Still needs to complete and update Septic system ~~hardw~~ SOFTWARE. Will give estimate

New truck

→ 4-5 weeks due

Changes proposed at Rosey's - (new owners) and at Chag Town

→ Will come before planning Commission

Discussion of upcoming Budget proposals from Bldg.

→ To meet April 26, 6:30 pm Village Hall with Bldg. Budget

Please Return to Village Clerk As Soon As Possible

Proposals

Adjourned 7:25

Ruth M^cIlkath

6:40

4-26-99 Bldg Cmte Minutes
Present: M^cShane, Brett, Hocevar

Discussion of software upgrade in
Bldg. dept.

Randall coming tonight to
discuss software upgrade for
septic tank monitoring.

Hocevar gave proposed budget
for 2000, which will be discussed
at Budget meetings next week.

Discussion of goals for year
2000 insofar as Bldg. Dept function
(not costs)

Bldgs involved in ADA Chairlift
and facing from street. Françoise
has offered help (ABR, AIA).

Discussion of present hookups to
Bellwood Sewer. 31 Thus far.

Adjourn 7:05.

Ruth M^cShane

6:45 pm
6-14-99

Present: Hocerar, Brett,
M^{rs} Irah

Bldg. Committee Meeting

Tonight - intro 2 ordinances
at meeting

New Ford Explorer here

Discussion of ADA, Specs for
ramp.

Septic - list of delinquent
residents as far as cleaning.
84 letters sent out. Now
18 remain delinquent. ~~Some~~
Since 1995, Hocerar states
this is overlap and is
getting attention now.
Hocerar very pleased with the
computer update done by
Randall.

New water pump installed to
replace burnt out well pump. \$176
by Whitney Plumbing.
Submitted by Ruth M. Irah

Bldg Cmte.
Minutes

3-27-2000

A. Lechman, M^cShath, Noceva
7pm.

Discussion of: Chem^{Old}masters
has been rented out (131,000 sq. ft.)

Well on Hally Lane good at
35 ft. (Spaeth)

New pediatrician offices being
carved out in basement of
CV Med. Bldg.

Pannini - under construction
small outbuilding in back
has been demolished.

Building Committee Meeting
August 9, 2001 11:45 AM – 1:15 PM

Attendees:

David Hovever, Sally Butz-Voss, L. Adam Lechman

Topics discussed:

1. Rann Property
2. Weed Ordinance
3. Ashleigh Subdivision
4. Ho Property
5. Uniforms
6. Personnel



David Hovevar, Building Commissioner



Sally Butz-Voss, Chairperson



L. Adam Lechman

South Russell Village Committee Meeting Notes

Committee: Bldg. Dept.
Present: Jack Binder
DAVE H.

Date: 2/10/06
Jim FIAIZ

- Tree Trimming
 - CEI - notice → none given - (can we require it)
 - Require A work PLAN. 30 day notice
- Retirement of Jim Holt
- Chagrin Falls request for SR Bldg Dept to do Elec. insp. in Chagrin Vill.
- Bell Station Add on & Landscape issues
- Expand duties of Bldg Dept. Sec.
- Ohio Bldg. Code

Submitted by: Jim FIAIZ Date: 2/10/06
Next Mtg: Date: MAR. 24 Time: 8:00 Place: Dink's
2006

CC: Bldg. Dept
Jack Binder
Jim FIAIZ Clerk

South Russell Village Committee Meeting Notes

Committee: Bldg.
Present: Jack Binder
Dave Hecentr, Jim Flair

Date: 4/21/06

- ① Chagrin Falls inspection Agreement
 - Fees
 - Cost, Time per inspection
 - \$75.00 per inspection rec to council
- ② Bldg. Dept Budget
 - Replacement of Asst. Bldg. inspector. June 15
 - Permit Cost, → where do we rank?
 - Permit does not cover costs.
- ③ Gas & Oil Drilling
 - ord - go through readings
- ④ Jim Holt - List of Duties

Submitted by: Jim Flair Date: 4/21/06
Next Mtg: Date: 5/19/06 Time: 8:00 Place: Dinks

cc: Clerk
Binder
Flair et

South Russell Village Committee Meeting Notes

Committee: Bldg. Dept.
Present: Jack Binder
DAVE H.

Date: 2/10/06
Jim FIAIZ

- Tree Trimming
 - CEI - notice → none given - (can we require it)
 - Require A work PLAN. 30 day notice
- Retirement of Jim Holt
- Chagrin Falls request for SR Bldg Dept to do Elec. insp. in Chagrin Vill.
- Bell Station Add on & Landscape issues
- Expand duties of Bldg Dept. Sec.
- Ohio Bldg. Code

Submitted by: Jim FIAIZ Date: 2/10/06
Next Mtg: Date: MAR. 24 Time: 8:00 Place: Dink's
2006

CC: Bldg. Dept
Jack Binder
Jim FIAIZ Clerk

Bldg Dept Mtg 6/16/17
10 am
Stamler: C.V. 21, 1926

H → ISO Bldg Code inspection

H → HVAC contract → P.K. Wardwell
a Home contract

H → Bldg Dept Fees - increase?

23 → \$5/gross permit
→ \$38 permit Commission
no refundable

H Chargin Heights → 8:30 am

- 609 Bell - 6/14/17 cleanup

24 → \$12 access - 28 Forward

H Planning Commission 6/22/17

- Batis Maritime Bar

- Sign on Reserve of
Whitetail

- accessory structure

609 Bell

H Glass Block job - done -
Senior Dept

H Meetings - Bldg Dept / Committee
third Fridays, 10 am

O-B Driveaway Ordinance commenced
ord.?

O-H- Adjourn 10:50 am

Blkg Dept / Committee

Mtg 7/27/17 10 AM

Attendees: Cindy Wain, Frank Lutz,
Tanna Beckman

A Police Station - Got Water Tanks
#950-975 - Al's Plumbing
A. & R. Wadsworth 1500
10. Replace

A Ordinances / Zoning Code
- RV's
- Boats
- Trailers
- General Maint. reqs.

A Fees ->

D Driveways - hard surface for drive
+ parking areas

A Occupancy -> Legal Issues
- Can't live in RV

B Adjourn - 11:02 AM

Bldg Grounds May 6/2/82

Attendees: LH, MS

□ Dom, East Ohio Gas - measuring
& regulating station

- permanent

- Jeffrey 330-715-6348
Ovaid System One

- Point Green → ?

- Sean & repd - Jerry Canton

□ 500' zoning code

→ Contiguous property

→ Chapin Hts, Mann Blvd
London

→ Change needed - 500' max

→ Council

□ Service Dept Wall

- Glass Block

- Cindy shown

□ Personnel

- FT EE ?

□ Security - PT EE 3 days a week 8 hrs ea

PT - Benabito - FT EE -

□

→ M-W →

- Security → public

→ MS 4rd, 5rd

→ Bldg Dept computer program

→ Basic math skills

→ Response time

→ Coverage.

Adg/PUC Joint Meeting

Attendees: GE, CN, MC, LH

7:15 PM 10:30

1. Dominion East this Request
for 10x10 gas monitoring
station

2. Access via 80
driveway off Bell

3. 2000

4. Big dead tree removal

5. Service Dept will remove the
dead tree

6. Install date next year,
July, 2017.

7. Committee in favor of recom-
mending approval.

8. Adjourn 12:45 PM

Building Department

Attendee: RS, MB, LU

2/7/18 9:30 AM

- 1] ESE Trancee - Trancee, Illiana advised 15:30
- 1] O However can & will supervise as

ESE

- 1] Whitford Drive House project 30K

1] — Jan 25, 2019

- 1] Roof on VH done -

- 1] Sewer Rept leak fixed 225

- 1] Village Hall door - ~~for~~ cut check

2018, pay 2019

- 1] Charter one Band AOM variance

1] — road, bc

- 1] Pave Lane House - architect -

variance will be needed

- 1] Board Secretary position

→ Megan turned down pos

→ another candidate possible

— Monday

→ this cover 12/13/18 bc only

— Record, call roll

- 1] Clemens Nelson - Building Inspector / Bldg

official →

— Monday →

- 1] Petal/Flag signs

— Amend advance?

- 1] - - - - - Mansfield, Cargo trailers

- 1] Modification → Septic → Cont. mail

→ 2 incidents last 18 years

Building Committee Meeting
Thursday, March 21, 2019 8:31

Present: Chairman Schloss, Councilman Porter, Building Inspector Hocesvar, Mayor Koons, Administrative Secretary Leslie Galicki

Schloss addressed old business, which was the long-term plan for the Building Department. He stated that he had been spending a lot of time at the Building Department observing, and that Kris Wilson was working hard, but there was not a flow of traffic and the contractors were not coming in; there was not that much going on. Wilson, however, was doing her best to take care of business. He added that Dave Hocesvar is doing a great job with part-time inspections and addressing zoning issues. Schloss proposed that the Building Department remain part-time until the end of the year with Hocesvar performing zoning and Building Official duties. Porter added that this would depend on whether Hocesvar was willing to extend his contract. Schloss replied that Hocesvar stated he was willing to do this.

Porter addressed Building Department revenue including construction deposits, which he stated would be returned. He said if the Building Department did this year what it did last year, it would clear \$40,000 - \$50,000, which would offset the cost of the Building Department Secretary and the building or zoning official they would want to have. If Hocesvar continued to work as an independent contractor, this was the least expensive way to go. He questioned what would occur after the end of the year and in the long term. Porter suggested the options would be to hire a part-time Building or Zoning Inspector to begin work January 1st. He also suggested that Hocesvar might want to continue.

Porter questioned whether Hocesvar would be willing to sacrifice his private business dealings to do this, considering the potential financial impact. He added that this would be a good arrangement for the Village. Regarding a part-time zoning position, Porter stated that the current salary would be between \$40,000 and \$50,000, which would not be much of a savings compared to the salary of the former Village Building Inspector at \$75,000. Porter suggested the possibility of promoting the current Building Department Secretary to the Zoning Inspector position as Heilman did, and then replace the secretary position. He wondered if Wilson was interested in becoming a Zoning Inspector.

Schloss asked if there was enough work for a full-time zoning position. Porter stated there was not enough work for a full-time Zoning Inspector. There would be enough work for a full time Building Inspector who could do zoning and building inspections. Porter added that it comes down to control by the Village over construction and renovations over the long term. Schloss suggested meeting with Hocesvar in the next couple of weeks. Porter added that Hocesvar has a \$2,000 monthly retainer and bills above this depending on the workload. Porter thought the Village would be spending \$50,000 no matter the course of action.

Regarding finding qualified individuals to fill the part-time Building Inspector position, Porter stated they were few and far between. He added that Geauga County had four electrical, safety qualified individuals, but one was retiring. To really save money, the Village could close the Building Department and turn everything over to the County, but then services would be more limited to include no roof inspections, and the Health Department would inspect septic systems. It is more of a convenience issue. Schloss added that the Village would still need a Zoning Inspector. Porter added it needed at least part-time zoning. Porter suggested that it should be determined what a part-time Zoning Inspector's salary is.

Schloss advised that an individual submitted a resume, and that he would call the applicant.

Porter stated that most anyone could do zoning, but not building inspections because that requires qualifications and certifications. He added that the salary of a part-time Building Inspector should also be determined, but it would not include benefits.

At 8:42 am Dave Hocevar joined the meeting. He reported he had been at a meeting regarding the Citizen's Bank project and a dispute between the Architectural Board of Review (ABR) and Planning Commission (PC). He advised that Gary Neola took exception with a decision made by Jim Flaiz from PC. It was determined by the Solicitor that ABR and PC have overlapping authority.

Porter told Hocevar that he and Schloss were discussing his contract. Hocevar stated he just wanted Council to continue in a positive direction with regard to resolution of the Building Department. He said he could not see closing the Building Department but didn't know if it needed to be completely full-time. Regarding zoning, Hocevar said that there are no requirements for zoning but that the average person might take a long time to learn it because it is complicated. He added that Wilson does not know zoning yet, and it took Heilman years to learn it as it did him. Porter reiterated that there was no certification required and a Zoning Inspector could learn the job while doing it. Hocevar commented that it would be a piece of cake to do zoning in Chesterland, Russell, and Bainbridge, but not SRV. He felt it would be good to have someone tied in with building who could oversee what was being built by ABR and PC's requirements and still comply with the zoning. He stated that is why the Village has the community it has, and he felt it was not appreciated.

Hocevar addressed a house on E. Washington Street that is near Panini's and is obscured by overgrown plantings. A certified letter had been sent to the owner. Hocevar addressed a house on Fernwood with a car on blocks, which would be sent a letter. Schloss asked about resolution of the trailers parked at the residence on Maple Ridge and Bell Rd. Hocevar relayed that the Mayor tried to get in contact with the owner, but he was out of town. Hocevar thought he should also be sent a letter but was told the Village does not want to offend him because he is a Boy Scout Leader and a nice guy. Hocevar told Schloss and Porter that they needed to explain to the Mayor the necessity to issue the letters. Porter stated the trailers conform to the code. Hocevar

and Schloss told Porter that they do not. Hocevar explained that the residents were not in compliance as previously stated by Heilman when she was Building Inspector because the zoning rules were not properly interpreted. He added that the front yard setback rules for corner lots is different. His point was that zoning can be confusing and cannot just be easily picked up and learned.

Porter asked Hocevar if part-time was feasible, and Hocevar thought it was. Hocevar stated that if the Village was looking for someone part-time, and wanted to save money, they should get somebody who has a certification for residential building. He said it may not be the easiest thing to do but it was doable. This would allow the Village to keep the control it had in the past. He added that he recently had a number of issues with reputable contractors who were not installing furnaces and hot water tanks according to manufacturer installation instructions.

Porter asked if Hocevar was willing to stay on after his contract expired in December, and Hocevar advised that he was willing to do whatever was necessary with or without a contract. He further explained that he is currently only charging his hourly rate and not individual inspection fees. Schloss asked if this was fair to him. Hocevar said he enjoyed his work with the Village. Additionally, Hocevar had recently observed contractors taking serious short-cuts, and had identified the projects through construction dumpsters outside the homes. He doubted the contractors would have corrected the work if he had not been a presence.

Porter suggested that the current Building Secretary could possibly become the part-time Zoning Inspector candidate. Hocevar stated that he wanted to make sure people on Council were on the same page. He added that there were some people on Council who want to eliminate the Building Department because they feel it is a waste of money. He did not think this was true. Porter said he did not see it this way, and Hocevar acknowledged he wasn't talking about Porter. Schloss advised he likewise did not want to eliminate the Building Department.

Porter stated he found out that there was no permit pulled for his roof and there was no inspection as a result. Hocevar said this is really the responsibility of the homeowner and the contractor. Porter noted that on the contract it reflected that the contractor was responsible for obtaining the permit, but Porter noted that he was not charged for one. He added that likewise there was no permit for Galicki's roof and no inspection. Nairn's roof had a permit and inspection. If it is necessary to identify these contracts by having someone drive by, then someone needs to be driving by. Heilman used to do this. If the Village must rely on the County, there would be no roof inspections. Hocevar added that the county does not have time to do foundation inspections. Porter said that the County covers the entire county where there is one person with the Village.

Hocevar addressed foreign contractors and questioned their ability to read plans if they don't speak English. He discussed a home in Paw Paw Lake with foundation issues and ended up

having a discussion with the owner and builder. He let them know the Village would charge the owner for extra inspections, which is allowed.

Schloss verified that Hocevar was willing to continue until told otherwise, and Porter stated he would recommend to Council to continue Hocevar's contract at the current rate. Hocevar added he was there to work together.

Porter asked about the status of the rental house and questioned whether the Village should sell it though it brought in revenue. Hocevar said the rental was fine when he was the Building Inspector but did not know if the Village was set to have rental property. It was not getting market value rent. Porter agreed, but said it was good to keep the property in case the cemetery needed to be expanded. The anticipated plot sales did not occur, and Porter did not think the Village would be getting its money back on the project. Hocevar speculated that if it had been put on the ballot it would have been voted down. Porter asked if more money was needed for the rental property and added that Hunting Valley has rental properties.

The Mayor joined the meeting at 9:15 a.m. He stated he had just interviewed John Hershey who wanted to be the Building Inspector for the Village. Hocevar advised that the Mayor needed to be sure the individual had appropriate certifications, because when the Mayor posted the job opening online, he omitted necessary qualifications and was getting responses from unqualified individuals. The Mayor stated that Hershey had the qualifications. Schloss relayed that Hocevar was willing to stay in his position. Porter asked the Mayor to send Hershey's resume to him, and the Mayor said Hershey is into management and had a packet of information.

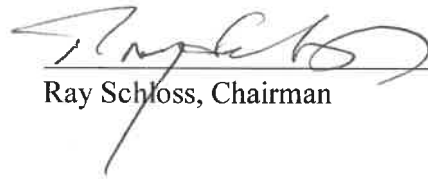
Hocevar asked the Mayor about the house near Panini's.

The Mayor stated that the owner of the trailers on the Leopold property (615 Bell Rd.) told him to "pound salt". He said there were others in violation in South Russell and he would not address his issue until others addressed theirs. The Mayor named other persons with whom the Village has attempted to contact regarding violations. Mrs. Brown, he said, ignores his attempts to contact her. Chuck Mason responded and asked the Mayor about getting two trees cut down because he could not afford to do so. The Mayor proposed that First Energy could take the trees down. Another resident, Donna Bauman, is living in deplorable conditions and cannot afford the taxes. She is appealing to Geauga County to get her property reappraised. The Mayor offered to call Chuck Walder if she required additional assistance. The Mayor mentioned another individual, Bucky, who had been assisted by Chief Rizzo in the past. He said that there were services with the County that could possibly help some of the individuals the Village is dealing with. Hocevar asked the Mayor to identify to whom he should send certified letters and said he needed direction. The Mayor told Hocevar not to do anything with sending letters until the end of April. Porter disagreed and said letters needed to be sent now. The Mayor asked that Hocevar give Chuck Mason 30 days. The Mayor repeated that Mrs. Brown was ignoring correspondence from the Village. He said the Leopold property was on Maple Ridge near the McSherry

property. Porter verified that a letter would be sent to them. Schloss verified a letter should be sent to Brown. Hocesvar offered that there were County services could help her as well. The Mayor stated he had been putting letters in her mailbox. Porter again verified that a letter should be sent to the Leopolds, but that Hocesvar should hold off on sending one to "Bucky" - possibly sending one in 30 days.

The Mayor also reported that Rolling Ridge did not have an ABR and that there was a complaint about a new home in this neighborhood. Both Hocesvar and the Mayor agreed the house was fine. Hocesvar verified that both Brown and Leopold would be issued letters and added that a letter would be sent to "Wilbur".

Schloss adjourned the meeting at 9:30 a.m.



Ray Schloss, Chairman

Prepared by Leslie Galicki

Building Committee Meeting
April 10, 2019 8:00 a.m.

Present: Chairman Schloss, Councilman Porter, Building Inspector Hocevar, Chief Rizzo, Mayor Koons, Building Department Secretary Kris Wilson

Schloss stated that he had been contacted by Hocevar about junk cars and trailers in the Village and requested a committee meeting. Hocevar advised there was an issue at a residence on Chillicothe Road with junk cars and garbage in the yard. Hocevar wanted to determine who was responsible for enforcing the junk cars/unlicensed vehicles. The Chief advised that the South Russell Police Department enforced the Junk Motor Vehicle Ordinance if the vehicle was unlicensed or could not be propelled on its own power. The Chief spoke last year to this resident about the box truck and other vehicles for which there had been complaints. The resident was given 30 days to correct the violations and did correct some of them. While there, the Chief noticed the box truck had expired license plates, which the resident then renewed. Additionally, the box truck was not permitted to be parked where it was. It was being used as a camper and was parked on a gravel addition to the driveway. He questioned whether this would be considered a hard surface. Hocevar said he would look into this. He also wanted to look through the backyard. He understood that the woman worked for the school, or her daughter did, which made a difference. Hocevar wanted to knock on the door and introduce himself and walk around the property.

Rizzo advised that there were other vehicles, including lawn mowers, tractors, etc. Deep in the woods were additional pick-up trucks and a jeep. At the time, the residents said they were being sold, and the vehicles were not visible from the street. The Chief would send a notice, giving the resident a window of time to allow them to address the issues that are visible. Previously, the resident corrected the violations that were visible.

Hocevar was concerned that he and the Chief were on the same page in case the issue went to court. He added the house was a disaster and wanted to make sure efforts were coordinated. He stated that a certified letter had been sent to a resident on E. Washington Street about junk in their front yard. Wilson said the letter had been sent in March, and that it took several weeks for the Building Department to get the cards back if the letters were not accepted. Hocevar added that people who know they are in violation will not accept a certified letter. The Chief suggested determining the timeframe involved in receiving the return notice, and added that if the letter were refused, that charges should be referred. If the letter did not appear to have been received, he suggested a personal delivery. Porter stated in his experience with certified letters, if the certified letter is not picked up, the postal worker would take it back and send him a notice that it was not picked up. At that point, the Clerk of Courts would note it on the docket. Then, a notice would be sent in regular mail. He agreed it could take a couple of weeks. Once this was done, the person is considered served when the notice sent in regular mail. He suggested using certified mail first, then regular mail, and then cite the individual and proceed with court proceedings. He said this would about one month. He also said there was personal service. It was important to document the process.

The Mayor said it was getting close to a month since the certified letter was sent. Wilson said with individuals who are sent certified mail of septic notices, the residents don't open the mail. Porter said the personal service option is most effective. Wilson asked who was responsible to do this. The Chief said if the certified letter did not work, the Police would be willing to do this. He did not want to get involved, however with the police department enforcing the septic system and zoning. He added that there is another layer of charges and prosecutor's fees. The prosecutor's fees come from the Police Department budget, and he stated that the Building Department needs to have a prosecutor line if more individuals will be pursued. The Chief explained that the zoning issues would be generated from the Building Department and the Building Department would be charging those as the complainant. Licensing issues would be cited separately by the Police. Porter said funds could be added to the Building Department budget for enforcement of zoning regulations, but in the meantime, Council could amend the appropriations to include a line item for this enforcement. He would check the budget.

Schloss stated that the home of Chris Wilbur, on East Washington Street was issued a certified letter. Wilson clarified that this was the only resident sent a certified letter. The others were pending review by the Solicitor. The Mayor asked what the procedures would be. Schloss explained this was what he was trying to establish. The Mayor stated he had the Street Department employees drive through the Village and 40 or more vehicles, campers, trailers, and busses were found sitting on properties. He wanted to make sure the process was in place. Hocevar stated the individuals violating ordinances would be pursued. He said the others fell into a grey area, and zoning might have to be adjusted. Wilson questioned whether residents could store campers if they were behind the front of the house. She asked the Mayor if all 42 vehicles he identified were in violation. The Mayor said some of them were. He added that there is a camper in Kensington Green, and he believed the people were living in it. The Mayor added that there was a car on Morningside Dr. in the front yard.

The Mayor said "Bucky" was there yesterday. Hocevar asked if he was doing anything, and the Mayor replied that he was not. He said he called Henry Mitchell, who would be sent a letter, and the Village needed to be ready. Hocevar said he was in violation with the cars. The Chief said this was because they were not moving. He explained that he beat the system because he purchased historic plates for the vehicles. Mitchell was in violation because he had not moved the vehicles which violated zoning. The Chief asked if this fell under zoning or under the Junk Motor Vehicle Ordinance. Hocevar said it was under Codified Ordinances under Nuisance.

The Mayor said there was also Chuck, who moved or probably just pushed the vehicle. Schloss added that the Chief said the vehicle runs. The Chief believed the vehicle was moving.

Porter said he believed Nuisance was criminal and would fall under the Police Department. Wilson asked if zoning permitted vehicles to be parked in the back yard. Hocevar said he thought the Village would have to adjust the Ordinances. He addressed the Chief and said the Codified Ordinance was 148002 under Maintenance. Schloss clarified that this was not criminal and would not be under the Chief's jurisdiction.

Schloss asked about the home with the two trailers on Maple Ridge Dr. and Bell Rd. Hocevar said this would have to be addressed by the Solicitor and Ordinances because the vehicle was in the side yard. The Chief asked about the issue with corner lots, and Hocevar stated the Solicitor provided an interpretation different than the Building Department originally thought.

Schloss asked if the Mayor had contact with the Leopold's and confirmed that they would not comply. The Mayor said that it was a trust and the Leopold woman died. Someone named Holle lived in the home. The Mayor put something in the resident's mail box, but did not hear anything back from them. He followed up around March 17 and left a business card on the front porch requesting they call him. The individual texted the Mayor and said he was not in violation until the Mayor took care of other offenders. After this, he had the Street Department crew ride around the Village taking note of residents in violation. Schloss said the trailers were moved over the weekend but then returned on Sunday. Schloss added that every resident on that street asked what could be done about the trailers. The Mayor said that right now, the Village could do nothing. Hocevar stated that because there were so many in the Village, it was unclear how the issue could be addressed. Schloss stated it was an eyesore. The Chief added that some of the vehicles may not be in violation. The Mayor stated that Solicitor Ondrey said not to go near the issue with Ziegler's recreational vehicle (RV). Porter said that he essentially moved it voluntarily after the Village applied pressure. Porter said that if the matter had gone to court, Solicitor Ondrey felt that the Village would not have won the case. Porter said the junk cars would need to be sited either criminally or civilly and then resolved in Chardon Municipal Court. The Chief added that resistance could be expected from some of the individuals.

Schloss asked if the vehicles did not meet the criteria for getting them moved out, was there a way that the Village or residents could ask the offender to landscape or put a fence around it. The Mayor stated that this is the reason he would speak to the resident in person. He added that he even went to Chris Wilbur's house. Schloss asked if he was permitted to do this. Porter said he could as a private citizen and neighbor. The Mayor added that the former Building Inspector and Wilson sweet talked Ziegler into moving the vehicle. He did not know if this was how the Village would want it. The Chief and the Street Commissioner had addressed this with the Mayor. He added that when he went to Chuck Mason's home to discuss the problem, he thought his Pitbull was going to come through the sliding glass door. He did not know if the Village wanted to do it this way. He said he did not mind trying it. The Mayor added that he warned Henry Mitchell that he would be receiving a letter and asked him to move his cars. Schloss asked if the Leopold property was a rental home and rented to Holle. The Mayor stated he was not sure.

Regarding Village regulations, Wilson asked if it was not permissible for residents to own even a well-maintained RV. The Chief said that as long as the vehicle was running and had a valid registration, it was not classified as a "junk motor vehicle." She asked why the trailer was considered a junk vehicle, or was it just not allowed to own one in the Village. Hocevar said residents can own RV's but must store them elsewhere.

The Mayor asked about a vehicle parked in the yard of a home on Morningside Dr. that operated and had current registration. The Chief said the fact that it was sitting in the yard was a

violation. The Mayor clarified that it was a violation because it was not parked on a hard surface.

The Chief said in the past, the Police did enforcement based on a complaint unless they observed something apparent. With residents resisting, the enforcement would need to be more consistent across the board. The Mayor said it would be necessary to decide the procedure and then have it reviewed by the Solicitor. He added that the Village did not need the situation with Henry Mitchell and the Chagrin Valley Times. Wilson offered that the first she and Hocesvar should drive around the Village and make note of the violators. She found it hard to believe 42 individuals were in violation. She added that the former Building Inspector did this weekly and would call violators. Schloss stated that whatever the Building Inspector did formerly did not work, so the Committee needed to start anew. Wilson explained that she felt it was important for Hocesvar, who knows zoning, to determine the violators.

Schloss addressed the Brown residence on Hazelwood which had exterior maintenance issues. Hocesvar was waiting to hear from the Mayor or the Committee to authorize him to send a letter. Schloss thought the resident was in the hospital or a nursing home. The Mayor stated he spoke to the neighbors who live east of the residence. The Mayor left two letters in Ms. Brown's mailbox which she ignored. The Chief asked what her violation was. Hocesvar said it was that the house was overgrown. Schloss mentioned the shingles on the roof and said it was an eyesore. Hocesvar advised that the neighbor provided a legitimate complaint. Hocesvar stated he wanted to make sure everyone was on the same page.

The Chief referenced a statement made at a previous Council meeting by Councilman Carroll regarding a Nuisance Ordinance used by Lyndhurst. Hocesvar said he was going to review some of the ordinances of neighboring communities and give the list to the Committee as a guideline. He felt the Village should mandate strong zoning. Schloss agreed and added that the Village has the Ordinances, and it should put some teeth in them.

Hocesvar said with what the Village did not have, he would rely on Schloss and Porter to work on it and then have Wilson take it to Planning Commission to approve it. Then Council would have to approve it. Schloss asked why Planning Commission would have to approve it, and Hocesvar explained it was because of standards. Porter said if it was made a criminal ordinance, there was no ex post facto law so the Village could not retroactively go after residents typically. The Chief asked about the 'grandfather clause'. Porter said this was the grandfather clause and explained that with a building that existed under old zoning, that zoning remained with the building until it was demolished. Schloss thought it would be important for the Solicitor to investigate the matter. Porter agreed.

The Mayor addressed a resident, Donna Bauman, who wanted her house reappraised for tax purposes. When the Mayor was at her home, she took him to her backyard where there were sheds and pipes and the yard is "trashed", but the yard was being maintained and there was a new flag. The Mayor surmised someone was taking care of it but did not know who. He said the address was 174 Lakeview Lane.

Schloss said that these residents were taking down the home values of the surrounding homes, and this was not fair.

Hocevar said the next letter would be sent to Mitchell. Schloss asked about Brown. Hocevar said letters had been ignored in the past, but because of the complaint from the neighbor it needed to be pursued. Hocevar also advised that some of the complaints were made anonymously. Schloss clarified that if Brown was in the hospital and no one was in the house, what could the Village do. Porter stated that the Village could maintain the yard and put it on her taxes. Schloss asked if this could be put on the priority list. Hocevar said a letter would be sent first, and if she did not comply in 30 days, a landscaper would be hired to cut the grass and clean up the brush. Porter said the down side to doing this is that the Village would not get its money until the house was sold. Wilson asked which Ordinance would be used to enforce the grass cutting and Hocevar said it was the Exterior Maintenance Ordinance. The Chief recommended documenting the condition of the house if the matter were taken to the next level.

The Chief said he looked at the Junk Vehicle Ordinance and it required a 10 day notice to comply. If the resident did not comply, they would be cited by the police. He offered that if there were zoning violations, the Building Department could fill out the form, sign it, and the Police would take it to court. He offered to help Wilson with wording the charges. She asked that the Police and Building Department keep each other apprised of citations. Schloss asked if the Solicitor should assist in differentiating between historic vehicles and junk vehicles. Porter stated that at the bottom of the Maintenance Ordinance, 14802, it addressed a violator's attempt to avoid compliance. The Chief asked if the same language should be incorporated into the 66018 under the penalty section of Junk Motor Vehicles Ordinance. Hocevar felt that the Ordinance should remain the same and if it appeared the resident was moving the cars around to avoid compliance, that it should go to court.

Wilson asked for clarification on what could be currently enforced with regard to parking vehicles. Schloss and Hocevar reiterated that this was what the Committee would try to resolve.

Regarding the Brown residence, Schloss asked if the Village or the Police could go into her house since she was not answering the mail or the door. The Chief said it would be up to the Police to do a welfare check or to obtain a search warrant. They could also notify the Department of Health for an inspection. Most times, if the residents have running water and food, no action would be taken. Action would not be taken until the conditions inside the house extend to the outside. It was infrequent, according to the Chief, for the Health Department to act. Schloss asked for the Police to keep an eye on the Brown property to determine whether someone was home. If there was no sign of activity, Schloss suggested the Village gain entry to the home. The Chief explained that he knew for a fact that the resident was temporarily in a rehabilitation facility. The neighbors had expressed concern with the house since the resident had not been home, according to Schloss. The Chief would follow up to determine another point of contact for the resident.

Hocevar again asked to whom he should send letters. He said the Wilburs received their letter and would be sent a regular letter. Hocevar would visit the property on Chillicothe Rd. and send

them a certified letter and a regular letter. He would follow up on the Browns, and the Building Committee would look into the Ordinance in reference to the trailer that is parked in the side yard. Wilson added that a letter would be sent to Mitchell and she questioned whether one should be sent to Bucky. In the past, the Chief had offered to help, but Bucky declined. Porter stated that if the problem was not visible from the outside, the Village was limited in what it could do. Only the Junk Vehicle Ordinance could be used at this point.

Schloss adjourned the meeting at 8:54 a.m.

Ray Schloss – Building Committee Chair

Prepared by Leslie Galicki

Building Committee and Human Resources Committee Meeting
Monday, August 19 6:30 p.m.

Present: Schloss, Galicki, Carroll, Porter, Mayor Koons, Fiscal Officer Romanowski

Schloss advised he called the joint meeting of the Building and Human Resource Committees to determine what should be done with the Building Department, especially since the Building Department Secretary had submitted her resignation. Schloss stated that the first issue to address should be what would be done between the present and September 10th, which would be the Building Department Secretary's last day. Schloss' said there was a lot of useful information on the computer and he thought that the Fiscal Officer and/or the Administrative Assistant should go over and train with the Building Department Secretary for the next couple of weeks so that they understand the paperwork.

Carroll said the Village would have to replace the position and recommended utilizing the combined Administrative Assistant/Board Clerk job description. In the meantime, while the job was being advertised, there would be some other administrative issues that needed to be figured out. The Fiscal Officer, Administrative Assistant, or possibly the person hired for the position could help with the transition. He thought this would make the transition easier to hire someone in the combined position.

Galicki said he would not get into too many specifics about who would be used for the turnover because otherwise he would recuse himself of the issue. He stated it would be nice to know the resolution in terms of whether the position would be combined or not. Galicki added that the Village would have to post for the vacancy in terms of advertising the position and try to fill it as soon as possible. In the interim, he agreed some kind of turnover would be necessary.

Porter said if someone could be found to be both the Building Department Secretary and the Board Secretary and compensated accordingly, that would be ideal. He thought based on what they would find with the quantity and quality of the applicants, both positions could be filled. Porter was concerned that the Village would not be able to find someone who would take both. He suggested advertising the Building Department Secretary and the Board Secretary position and see what the response was, and then seek to fill the position before the Building Secretary left. Ideally, by a week before the Building Secretary leaves, the new person could shadow her to transition. Porter suggested posting the job opening this week, waiting a couple of weeks for responses, doing some interviews, and, the Mayor would then be the appointing authority.

Schloss asked the Fiscal Officer how many applications she had received. She explained that she posted the Board Clerk job in the Chagrin Valley Times and on Indeed.com. As of August 18th, she had fifteen applications that she needed to review. Porter added that the Board Secretary position was already being advertised, and the Fiscal Officer stated they would need to see if those applicants would be interested in the combined job, or if they just wanted the 5 to 40 hours per month as it was posted.

Carroll suggested inquiring whether the applicants were interested in both. He also thought it should be advertised as the combined position based on the job description Council passed and adopted. Schloss said he would like the ad in the paper this week if possible.

Porter asked if the current applicants would have to resubmit applications for the new job position, and Carroll thought they could just be contacted to determine their interest in the combined position. Porter asked if they wanted to consider zoning experience or Building Department experience in the ad that

would be run. Galicki said the ad could state that such experience would be desired, but Council should not get hung up on that level of experience. He added that the current Board Secretary did not have experience before taking the job, nor did the former Building Inspector when she started.

The Mayor asked if they were keeping the Building Department. Carroll advised he was not saying that they were closing or keeping it. Regardless, the Village would need a secretary in the position, as well as a Zoning Inspector. Porter stated the Village was keeping the Building Department if only for a full or part-time Zoning Inspector and a Board Secretary because by law the Village must have a Zoning Inspector. He added that if they could find one person to fill both jobs, that would be great.

Schloss stated that it appeared that Dave Hocevar, the contracted Building Inspector, would stick around until the matter was resolved. Porter stated Hocevar's contract ran until next year. Carroll pointed out the contract with Hocevar was month to month, and Porter stated it was a 30-day termination. The Fiscal Officer spoke with the Solicitor about this, and it was clarified that Hocevar could simply tell the Village at the end of a month that he was finished. Schloss said that Hocevar said he had been with the Village for 40 years and would not do that to the Village.

Porter indicated that there were three job descriptions; one for Building Department Secretary, one for Board Secretary, and one for a combined position. Carroll said this was correct and the Village would advertise for the combined position. Porter agreed.

Schloss wanted to discuss whether the Building Department would remain open or be closing. Carroll asked if Council would be accepting the Board Secretary's resignation at the Regular Council meeting that evening. Schloss said that was correct. Porter said it was a formality, but yes. Schloss asked what would happen if she were to change her mind. Porter stated that in the past Council accepted a withdrawal of the resignation.

Porter reviewed Hocevar's contract relative to the 30-day notice.

Schloss asked again what Council was going to do with the Building Department. Carroll stated the failsafe would be to go to the county. He further stated that the Village was required to have zoning, so regardless of the outcome, someone must be hired to do zoning. On the building side of it, the Village could look at a collaborative effort. For nine months, the Village had run a part-time Building Department and things were getting done. No one had come to Council meetings upset. Carroll said the Village had tried the part-time route and could not find a qualified Building Inspector, according to the Building Committee, who looked at the resumes. If nothing could be done collaboratively, Council must take a serious look at going to the county. Schloss stated that Council needed to identify a date for the decision to be made like November 1st, December 31st, etc. Porter stated the Village had Hocevar until next year, and the Village might want to look around and advertise again for Building Inspectors. The previous time, the Committee did not get much, but things change. Porter speculated that perhaps the timing was not right. He said there were only two applicants who were remotely qualified, one of whom did not show up for his interview. The other applicant did not meet the Village's standards. Porter agreed with Carroll that the failsafe was the county.

Galicki recommended establishing the direction Council would be heading by the end of the year with a firm decision because with the new year there would be the collection of fees from registering contractors. He explained that if fees were collected and then the Building Department was disestablished, it would be

unfair to the contractors and refunds would be necessary. He thought that Council needed to know the direction by January 1, 2020.

Porter stated the contractors would be given refunds and then sent to the county. Carroll said this would be cumbersome. Carroll asked the Mayor if he had spoken to Woodmere and Chagrin Falls and said this was a possible option. The Mayor stated that Woodmere was hurting and could not find anybody. Galicki clarified that Woodmere did not have a Building Inspector now and was looking for one. The Mayor stated this was correct. Carroll asked if they were looking for full-time or part-time, and the Mayor said part-time. Schloss asked about Chagrin Falls, which the Mayor had mentioned. The Mayor replied that Harry had not said anything to Chagrin, and as far as he knew, Harry was still there and had three years left. Galicki added that Chagrin had an inspector, but he did not have all the certifications. The Village would be in a situation where the services of someone like Hocesvar or the county would still be needed. He questioned why the Village would go to the county for one thing but not everything. Galicki did not know how this would be viewed by the county. Porter suggested outsourcing but had heard mixed reviews about that. The Mayor said he had not heard anything good about it, and Porter said it was better than nothing.

Carroll advised it was difficult because contractors were working, and this was an issue with trying to find someone. Part-time would be very difficult. The Mayor stated that the Village would have to pay big bucks to get someone part-time. Carroll said that the county was an option and the Village would have a part-time Zoning Inspector. Schloss asked if the Village needed to reach out to the county now. Carroll suggested contacting the county and asking what the transition would look like. Porter stated the transition would be pretty quick and involved telling the County Commissioners and the Mayor that the Village wanted the county Building Department to act for the Village. The Commissioners would have to vote to accept to allow it.

Galicki asked if first there was discussion with the county, or would the issue of transition be brought to Council first for a vote on the direction to be taken. Porter thought Council should weigh in first. Galicki said that if it was approved by Council, the Village could then advertise for a Zoning Inspector. The Village could still maintain the Administrative Assistant and the Board Clerk positions that could be standalone positions. He added that several of the townships have Zoning Inspectors who work a day or two a week. They set up office hours and it seemed everything could be accomplished during this time.

The Mayor stated it was on the agenda for the Regular Council meeting that night, "Building Department Personnel Structure." He said they should do it that night.

The Fiscal Officer asked if an ad was to be placed for an Administrative Assistant for the Building Department with the new job description. She added that although the Village had Hocesvar, who was more Building Inspector and not as much zoning, it would still require a Zoning Inspector regardless of what Council decided about the Building Department. Thus, she was asking if she should run an ad for Zoning Inspector as well. Galicki stated it was necessary to solve the issue of what direction Council wanted to go, and that would then be another ad. He did not envision that the Administrative Assistant and Zoning Inspector would be combined. The Fiscal Officer explained that she did not think so either. Galicki added that this way if the Village had a part-time Administrative Assistant/Board Clerk, this person could maintain some presence in the office during the week where a Zoning Inspector might do business one or two days a week. He said they would not have to be there at the same time, and then the Village would have someone there answering phones and mail, and a part-time Zoning Inspector. The Fiscal Officer stated that the last ad said Building/Zoning and stated that it seemed the Building

Inspectors have certifications and feel they are above Zoning. She felt if the Village ran an ad for Zoning Inspector only, the Village would get some feedback. The Village must have a Zoning Inspector. If the county were to do just the building, the Village would have a Zoning Inspector to do zoning. Schloss suggested bringing it up for a vote at the Council meeting.

Porter added that Hocesvar was currently doing Building and Zoning, and the Village was not under a time crunch to find a Zoning Inspector. He said there were virtually no requirements to be a Zoning Inspector. If the Village were to have a Building Department Secretary and a Board Clerk who was also the Zoning Inspector and was compensated accordingly, there would be three part-time jobs but one person who could do it during the week. Carroll said he was very confused. He asked Porter if this person was going to be Zoning Inspector, Administrative Assistant, and Board Secretary. Carroll said he would separate Zoning Inspector and leave the combined Administrative Assistant/Board Secretary position. Porter said he agreed with that. Carroll said the Zoning Inspector would be a separate position. Galicki said he also did not like bundling the three positions together. Summarizing, Carroll said the Village could have two part-time positions and go to the county for the Building Department matters.

The Mayor stated that the committees should go to Council that night and say that they were getting out of the Building Department and were looking for an Administrative Assistant/Board Clerk and a Zoning Inspector and contracting with the county. Done.

Galicki said they would approach Council to discuss the future of the Building Department. Depending on the discussion and if Council elected to disestablish the Building Department, the next act would be to contact the county and advertise for a Zoning Inspector. No matter what, the Village must advertise for an Administrative Assistant regardless of what was done with the Building Department. This part was stand alone, whether Council chose to keep the Building Department or not. Galicki said it all relied on what direction Council wanted to go with the Building Department. Porter added that if there were no full-time positions for a Building Official, the Village would get nothing. He clarified to say the Village would have a hard time keeping a Building Department part-time. Without a full-time Building Official, he did not believe the Village could have a viable Building Department.

The Fiscal Officer asked if the Board Clerk could be combined with the Zoning Inspector. Galicki said he would not go down that direction. The Fiscal Officer said that she had heard that if the Village were to be sued, it would be about zoning, and then whatever the minutes said would be submitted to court. Thus, the Village would not want the person doing the inspection preparing minutes and suggested the need for a separation of duties. She understood this was the reason it was necessary to have two people, the secretary who was responsible for the records and then the Inspector. Porter added this was a way for the Administrative Assistant to fleet up to be the Zoning Inspector.

The Mayor stated that by the end of September, the Village could have an Administrative Assistant and Board Secretary working 25 hours a week, may have a Zoning Inspector, have the county take over, and Hocesvar gone after the end of September if he did his thirty day notice. Carroll stated this would be a very aggressive timeline. He would look at this as happening by the end of the year for the transition to take place. Porter agreed. Carroll explained that there would be training of the Zoning Inspector that perhaps Hocesvar would provide. He noted how supportive Hocesvar had been. Carroll thought this timeline would keep it clean. Porter added that it would give the Village time to inform people.

Porter lamented not being able to find a suitable part-time Building Official, and Galicki added that Council did due diligence to find one to maintain the Building Department. Galicki added that it would

be good for the citizens, the employees, and the county to have a full quarter to transition. Schloss asked if the Village could work with Russell or Bainbridge with part-time zoning. Galicki said Bainbridge might not have a lot of flexibility with their zoning personnel with their current projects. Regarding Russell, Carroll said it might be a possibility to partner with them. He liked the idea of collaboration. Schloss asked if Russell should be contacted. Galicki advised that first the committees should see how it played out in Council. Carroll believed it was something the Village should consider. Galicki suggested that perhaps the Village could find someone it used one or two days a week that would be less expensive than partnering, but agreed it required analysis.

Schloss asked why the Village could not make Chief Rizzo the Zoning Inspector.

Galicki said if there was a vote taken, the question should be, 'where do we want to be at the end of next year?' not tomorrow. Schloss asked that the matter be resolved by December. Galicki said it had been nearly a year.

Carroll stated the first thing Council needed to do was to accept the resignation of the Building Department Secretary. Then Council could discuss the Building Department and how the position would be advertised, about placing an ad, and discuss the Building Department to see what Council's flavor was on it. After that, zoning could be addressed.

The meeting adjourned at 7:10 p.m.

Ray Schloss, Chairman Building Committee

Dennis Galicki, Chairman HR Committee

**Building Committee/Human Resource Joint Committee Meeting
Thursday, October 3, 2019 4:00 p.m.**

Present: Building Committee - Chairman Schloss, Councilman Porter
HR Committee - Councilman Galicki
Councilman Carroll (arrived 4:30 pm)
Fiscal Officer Romanowski

At 4:00 p.m. Schloss called the meeting to order, attendance taken. Schloss made a motion to go into Executive Session to conduct Zoning Inspector interviews, seconded by Porter. Roll call: Ayes; Schloss, Porter & Galicki.

Carroll joined Executive Session at 4:30 p.m.

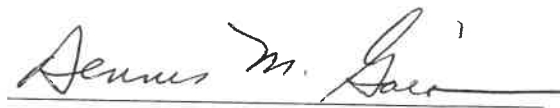
Joint Committee meeting reconvened at 4:47 p.m.

Porter made a motion to recommend Susan Hirsch to the Mayor for an interview for potential employment as the Village part-time Zoning Inspector, seconded by Galicki. Voice vote: ayes; all. Motion carried. The committees are recommending the Mayor to interview Hirsch, Jacob and Aspery for part-time Zoning Inspector position.

Meeting adjourned at 4:49 p.m.



Ray Schloss, Chairman Building Committee



Dennis Galicki, Chairman HR Committee

Building Department Meeting
October 21, 2019 – 10:00 a.m. at Village Hall

Present: Chairman Schloss, Porter

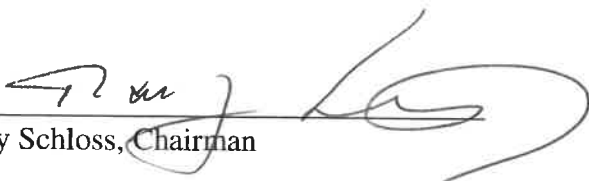
Schloss asked Porter if he had looked at the lighting legislation provided by the Solicitor. Porter said he thought the Village should have a lighting ordinance and added that the Solicitor had provided several potential templates to use going forward. He thought the easiest solution is to limit the wattage of the bulbs rather than using the light meter, but he did not know how practical this was. Schloss said the simplest was from Independence. He asked Porter if they should have the Solicitor research this one and address the wattage. Porter agreed. Schloss said the Committee could then present it at the Council meeting. Porter added that somehow, the Village would need to make it retroactive. Schloss agreed. Porter explained that if all residential and commercial buildings in the Village were required to follow the ordinance, this would go a long way to address resident concerns about too bright lights, in particular Daisy Lane and Dry Insurance. Porter said legally it would be difficult to do. He explained that when the lights are turned off during the day and then turned on at night, this might provide the means to say that now the individuals needed to comply with the Village's ordinance for lighting.

Schloss stated that the current Building Department Secretary/Board Secretary would be interviewed for the Zoning Inspector position. Schloss and Porter agreed to interview Grattino at 2:00 p.m. on Wednesday, October 23, 2019. He added that the Fiscal Officer would be present for the interview.

Schloss indicated that there was a problem on the corner of Bell Rd. and Fernwood. He stated that the Police Chief and Dave Hovevar were aware, and that the surrounding residents were furious about the property. Porter asked if this was the property with abandoned cars, and Schloss explained it had been cleaned up a couple of years ago but is now back into the same unacceptable state. The resident cut his bushes so all the residents can see the property, specifically the portion of the property visible from Fernwood, which is the backyard. Schloss would ask the Chief for recommendations but thought the Village would need to send a letter addressing the matter. Porter recommended looking at the zoning code for backyards.

Porter addressed the potential of Geauga County having a satellite office in South Russell if the Village were to go with the county for the Building Official duties. He said it might be a good compromise for people who wanted the service and people who would prefer the county to provide service. It would basically be like having a Building Department, but the county would be running it. Porter explained that the county is paid by the Village as taxpayers to run it, and if the County Commissioners were agreeable, it might be the way to go. Schloss agreed. He asked Porter if they should have a meeting at 6:30 before the Council meeting on October 28 to discuss how everyone feels about the closing of the department and what will be done. Porter agreed.

Meeting adjourned at 10:07.


Ray Schloss, Chairman

Prepared by: Leslie Galicki

Building Committee Meeting
Wednesday, October 23, 2019 2:00 p.m.

Present: Building Committee - Chairman Schloss, Councilman Porter
Fiscal Officer Romanowski

At 2:00 p.m. Porter called the meeting to order. Schloss made a motion to go into Executive Session to conduct a Zoning Inspector interview, seconded by Porter. Roll call: Ayes; Porter and Schloss.

Committee reconvened at 2:16 p.m.

It was agreed to recommend Nancy Grattino to the Mayor to do a second interview for the part-time Zoning Inspector position.

At 2:23 p.m., Schloss made a motion to adjourn, seconded by Porter. Voice vote; ayes, all. Motion carried.

A handwritten signature in blue ink, appearing to read 'R. Schloss', is written over a horizontal line.

Ray Schloss, Chairman Building Committee

Prepared by Danielle Romanowski

**Building Committee/Human Resource Joint Committee Meeting
Thursday, October 3, 2019 4:00 p.m.**

Present: Building Committee - Chairman Schloss, Councilman Porter
HR Committee - Councilman Galicki
Councilman Carroll (arrived 4:30 pm)
Fiscal Officer Romanowski

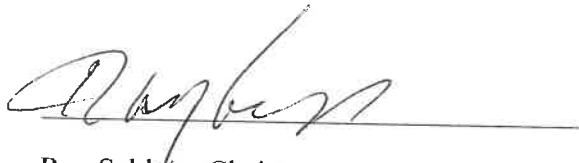
At 4:00 p.m. Schloss called the meeting to order, attendance taken. Schloss made a motion to go into Executive Session to conduct Zoning Inspector interviews, seconded by Porter. Roll call: Ayes; Schloss, Porter & Galicki.

Carroll joined Executive Session at 4:30 p.m.

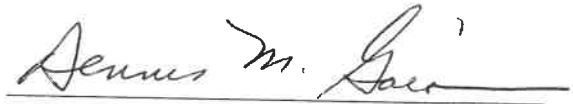
Joint Committee meeting reconvened at 4:47 p.m.

Porter made a motion to recommend Susan Hirsch to the Mayor for an interview for potential employment as the Village part-time Zoning Inspector, seconded by Galicki. Voice vote: ayes; all. Motion carried. The committees are recommending the Mayor to interview Hirsch, Jacob and Aspery for part-time Zoning Inspector position.

Meeting adjourned at 4:49 p.m.



Ray Schloss, Chairman Building Committee



Dennis Galicki, Chairman HR Committee

Building Committee/Human Resource Joint Committee Meeting
Wednesday, September 25, 2019 4:00 p.m.

Present: Building Committee - Chairman Schloss, Councilman Porter
HR Committee - Councilman Galicki (arrived 4:10 pm)
Councilman Carroll (arrived 5:25 pm)
Fiscal Officer Romanowski

At 4:00 p.m. Schloss called the meeting to order, attendance taken. Schloss made a motion to go into Executive Session to conduct Zoning Inspector interviews, seconded by Porter. Roll call: Ayes; Porter and Schloss

Galicki joined Executive Session at approximately 4:10 p.m.

Carroll joined Executive Session at 5:25 p.m.

Joint Committee meeting reconvened at 6:15 p.m.

It was agreed to recommend Jacob and Aspery to the Mayor to do second interviews for the part-time Zoning Inspector position.

At 6:18 p.m., Porter made a motion to adjourn, seconded by Schloss. Voice vote; ayes, all. Motion carried.



Ray Schloss, Chairman Building Committee



Dennis Galicki, Chairman HR Committee

Building Dept Mtg 1/11/17

8:30 AM

□ Board Secretary Position

- Andy
- 20 hrs/month maybe
- 17/hr
- Unins
- Zoning Inspector

→ AD in ~~total~~ ~~with~~ ~~building~~ officials
open.

→ Local children

□ 1/23/19 - Bldg ~~Dept~~ Committee Mtg
6PM - 7PM

□ ZBA, PC, ALR meeting next week

□ Dave Horevar - fill in for Laura
until end of March or so.
- zoning + building off

□ Laura first day 2/4/17 -

□ Building Committee ~~to~~ recommendations
to follow

□ Adjourn 9:00 AM

Building Dept Mtg 1/21/17
8:30 Am

17 Board Secretary Position

- Andy
- 20 hrs/month maybe
- 17/hr
- Unus
- zoning inspector

→ A.D. in building com?
→ building officials

Area

→ Local Builders

17 1/23/19 - Bldg ~~Dept~~ Committee Mtg
6 PM - 7 PM

A. ZBA, PC, ABC meeting next week

B. Dave Haevar - fill in for Laura
until end of March or so
- zoning + building off

C. Laura first day 2/4/15 -

D. Building Committee ~~to~~ Recommendations
to follow

E. Adjourn 9:00 pm

**Building Committee Meeting
December 9, 2019 - 9:00 a.m.**

Members Present: Chairman Schloss, Porter, Fiscal Officer, and Mayor

The Mayor stated that he asked for the meeting to talk about the hours of the Building Department and distributed a handout to the committee. He listed the years since 2013, number of permits, and the changes. He stated that the 2019 updated number is 280 permits. Porter clarified that it was not 238, and the Mayor stated it was now up to 280 permits for the calendar year. Porter asked if the revenue was the same. The Mayor stated the revenue was at \$67,746. The Mayor said he was going to check this number because it seemed extremely high. Porter stated that would seem like a record year. The Mayor agreed and said he would check with Nancy Grattino, the Building Department Administrative Assistant/Board Clerk. Porter asked for the break-down for the revenue, whether it was registrations, and the Mayor stated that it was just building permits. Porter noted that there were no registrations for contractors included. The Mayor stated this is what he wanted to make sure. He added that there were miscellaneous permits at \$24,000, but he did not know what this was. Grattino just gave the report to him about two minutes prior to the meeting.

The Mayor named the employees he listed, Hocevar, Heilman, and Maggie in 2013; Hocevar was 40 hours, Heilman was 40 hours, and Maggie averaged about 4 hours a week, about 17 hours a month. 2014, Hocevar became Inspection Solutions, and the Village had Heilman and Maggie doing the 49 hours a week. 2015 was the same situation. 2016, Maggie left, so there was Hocevar for 5 hours a week, Heilman at 40 hours a week, and an administrative assistant for a total of 65 hours. The same was for 2016, 2017, and 2018. He did not include Heilman in 2019 because she only worked a month. The Department has had Inspection Solutions for 5 hours, administrative assistant at 25 hours. The Fiscal Officer asked if Hocevar's contract was for 5 hours a week, and the Mayor stated 20 hours a month, and extra when he works extra. Porter added that it is on top of the \$2,000 retainer, and the Mayor stated that the 5 hours a week is what Hocevar gives the Village. Porter clarified that they are included in the \$2,000. The Mayor stated he has to work 20 hours per week. Porter stated that anything over 20 is at Hocevar's hourly rate. The Mayor stated Hocevar is generous with his time from what he can see and tell.

The Mayor stated that the Building Department is asked to perform the work at 30 hours a week, and it can't be done in his opinion. Porter stated that the Grattino is working 25 hours per week for the Building Department, and he asked what extra she gets for being Board Secretary. The Fiscal Officer stated it was a total of 25 hours for both. The Mayor stated she is the Administrative Assistant, Board Secretary, and soon to be the Zoning Inspector. Schloss asked if she was going to be the Zoning Inspector - the Mayor stated it was his recommendation, and Schloss said he hoped so. Porter asked if the Mayor was going to appoint her at the December 9, 2019 Council meeting, and the Mayor replied that they would have to talk about it in Executive Session. The Mayor stated that he thought Grattino should then become a Department Head, so she runs the show. Schloss asked who was currently doing Zoning. The Mayor stated nobody, but Hocevar is listed. Schloss said it appeared that nothing was happening in zoning. Schloss

stated he had called the Building Department for six weeks regarding the home at Fernwood and Bell Rd., and clarified he was calling for the residents who are fit to be tied about the Village allowing this to happen. For six weeks he has called the Building Department and Grattino told him she was too busy and could not do anything about it. Schloss was very upset about this and said it was wrong for the Village to not do anything about this. The Mayor stated the Village could take "Chuck" to court. Schloss said that is what he wanted the department to do, and Hocevar told Schloss he would do it, but nothing had happened. None of the letters were being written. Schloss said someone could not go over to the residence and ask him to do it because Chuck would blow them off like he has blown Schloss off and everybody else. The Village has to take a stand and Zoning must send out letters and get it rolling. Schloss added that it takes five minutes to put a letter together. He asked the Mayor to ask Grattino to do this or ask Hocevar. The Mayor stated that after today he will appoint her as Zoning Inspector. With Chuck, Mitchell, Brown, and Wilbur, the Mayor knocked on their front doors and told the resident to clean it up. He went to Chuck's and told him his bushes needed to be trimmed. Instead of trimming them, he cut them down and all of the junk in his backyard is visible. Had he just trimmed them, he would have had a nice fence, and no one would ever see the backyard. Schloss stated that everyone knows that the guy is not mentally stable. The police had been there numerous times in the last three weeks with the children in there. Schloss was concerned that there would be a serious incident in the home unless the Village gets a grip on it. The Mayor stated he was not aware of that. Porter asked what children, and Schloss stated Chuck's stepchildren and recommended they speak to the Police Department.

The Mayor said he would discuss this in Executive Session, but when they come out, his idea would be to appoint Grattino as the Zoning Inspector at 10 hours per week in addition to what she is presently doing. Schloss asked if this meant she would physically go out and check neighborhoods and do whatever she has to. The Mayor stated she did it for five years and is very familiar with driving by and sending letters. Porter asked if the Mayor was talking about raising Grattino from 25 hours a week to 35 hours a week; the Mayor replied, "yes." Porter asked if this included Board Secretary, Building Department Administrative Assistant, and Zoning Inspector. The Mayor stated yes, right now she has three hats. Porter stated that right now she is not being compensated at least officially for Board Secretary and asked if this was right. The Mayor stated it was all just kind of muddled together. The Fiscal Officer clarified that it was one position where two jobs were combined into one and she is paid hourly. Schloss said he did not have a problem with that. Schloss said he was a lame duck, and the Mayor said Schloss' opinion still mattered to him. Schloss said it was absolutely necessary to do that. The Mayor stated she is being run ragged and Hocevar is being run ragged. The Mayor stated that looking at his analysis, to try to do a job that was done with 84 hours is now attempting to be done in 30 hours and it doesn't work. Schloss stated it was nice to see the revenues increasing, and he said it was amazing. The Mayor stated he was going to check on the \$67,000. The Fiscal Officer and Porter stated it was extremely high. Porter stated especially considering the permits were 280 and there were 324 permits two years ago and \$54,000 came in. His guess was the number included contractor registrations and whatnot. The Mayor stated he thought something got muddled there. Schloss asked if this had anything to do with the new house being built on Bell Road. The Fiscal Officer stated when The Lantern went in the Village did not receive that kind

of money. The Mayor added a house on Bell Road went in in 2018 and it wasn't that much. He stated something may be wrong and he will check with Grattino and check with Heilman.

Porter said there was the house being built on the McSherry property, and Schloss indicated this was what he was referring to. The Mayor stated it was \$1.2 million house on a slab. Schloss said it was going to be so beautiful when its done. Porter stated, "let's hope so." The Mayor stated he thought it was designed so that you're never going to see it and "he" had talked to the Mayor about mounding in front of the house and what he can and cannot do, trying to hide it. Schloss commented, "good for him." The Mayor stated he thought the people next to him got the surprise when they realized the woods weren't their woods.

The Mayor asked if there was anything else, and Schloss stated he was for it.

The Fiscal Officer asked if the committee read her report about combining administrative offices in the Building Department space, or if they were not interested in doing that. Porter said he had not read the report. Schloss said he read the report and thought it was awesome. The Fiscal Officer reported that she had spent time in the Building Department to see what was going on for multiple reasons. It was hard to manage somebody when she was not there. The Village took a new person and put her in an office by herself all day and told her to go for it. The Fiscal Officer had been working on the budget and initially did not have time to spend in that office, however now she has been working over in the Building Department building. She said there are a lot of processes, and she did not understand it fully, but she and Nancy thought there were a lot of things that need to be cleaned up, organized, and streamlined. She thought there were problems with only having one person there. For example, last week Grattino had the stomach flu and had to come in because the Village had no one else to cover the office. She stated Grattino has also requested to leave at noon on December 10th, and the Fiscal Officer stated then the department would be closed. Fiscal Officer expressed concern about how many times the Village was going to call Heilman, the former Building Department Inspector, and the former Administrative Assistant and Board Clerk to come in and train people. The Fiscal Officer stated she has felt the Village should cross train departments. She would like to think of it as more an administrative team to work together to get things done. Fiscal Officer asked if Grattino were to ever leave, who would there be to call to help. There is specialized software, counter service, and she thought cross training and working together would be a good solution. Porter asked about the Fiscal Officer's administrative assistant and the Fiscal Officer clarified that both of them would move over there and make it an administrative office where everyone would be there to cover for each other. If Grattino had minutes to do, for example, someone else could do the paperwork for the permits, etc. With more people learning the work, there would be more people to understand the process and it would be possible to work together. Rather than separating the departments and putting a wedge between them, she asked why they could not work together. She thought this was the most efficient and best service for the Village. Porter clarified that no one would be at Village Hall. The Fiscal Officer stated she probably gets one person a month that comes into the office for her, she really works behind the scenes. Plus, people could be directed that the office was moved across the parking lot. Schloss stated it is a beautiful office. The Fiscal Officer said the problem is that there is a lot of files and paperwork both offices require and

mentally she is trying to envision how to rearrange things to have everything that is needed for everyone in one space. She added that she just thought it would be better. She likes the solitude of Village Hall when she is working on her numbers as it is easier to focus and handle confidential matters, but when she thinks of what is best for the Village, she believes this is what makes the most sense. Porter stated this presumes that the Village will not have a part-time Building Inspector for awhile or ever. The Fiscal Officer pointed out that the Village has a part-time Building Inspector. Porter agreed but said Hocevar is an independent contractor. The Fiscal Officer clarified that Porter was referring to bringing one on staff. Porter said yes and referred to the previous effort to find a part-time Building Inspector and said it would be necessary to look again because Hocevar would not be around forever. Porter said that Hocevar had been doing Inspection Solution for 4 years going on 5 and might decide he wants to scale back. He felt a back-up plan is needed and the solution Porter saw was finding a part-time Building Inspector and possibly consider a full-time Building Inspector. Porter explained that if there was a Building Inspector in the Building Department, it would be crowded. The Fiscal Officer agreed, but said logically it makes the most sense, but was still considering the logistics. Porter asked the Mayor for his opinion.

The Mayor stated he felt completely blindsided by the Fiscal Officer. This was an administrative issue that she just sent out to Council, absolutely no consultation or discussion with him. He thought it was something he will consider, and he will meet with the Fiscal Officer at the appropriate time. He didn't think it is in the best interest of the residents. He didn't think having everybody over there in a tight situation was the best situation. If the Fiscal Officer needed more space, he said she could take the whole downstairs of Village Hall. He had an office; Jim Davis had an office. He did not see it benefitting the residents at all. He said we have squeezed and strangled the Building Department and we are now getting it to where it can go, and it is a viable department. Things really haven't changed in six years except the number of hours. We keep cutting the hours back and the performance has been shaky this year. Mayor said things are coming. Woodmere went out and picked up a half-time Building Inspector; \$43,000. Chagrin has some options. There are other situations that can be done. The Mayor further stated that at the end of the year, the committee is changing. He thought the Fiscal Officer's proposal is ill timed.

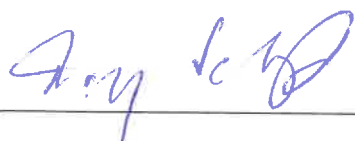
Schloss said when he received it the other day, he thought it was a pretty good idea because he had been over to the Building Department office on many occasions, and there was no one there for one reason or the other. It is difficult and he could see where the Fiscal Officer was coming from. It had merit. Schloss knew that the Building Department would not close and that they want to keep it open and it would not go to the county. There was no sense in him discussing it anymore. There has to be more than one person over there.

The Mayor stated the Building Department should go back to what it was. There was a secretary. Back in the day when Laura was the secretary and a part-time \$5,000 a year inspector there were two people in the office. The Mayor stated that the Board Secretary job was the one that could be taken off Grattino's shoulders; it is time consuming and can be done at home. That is the way some of the previous people did the job. The Mayor thought long term there was

enough work for a department head, an administrative assistant, whatever you want to call that person. And then enough for a Board Secretary at 17 hours a month. And enough for at least a part-time if not a full-time building inspector. Things haven't changed except for the hours.

Porter said the difficulty is finding a part-time Building Inspector that the Village wants. A full-time Inspector Porter did not think it would happen, and yet it might be difficult to find a part-timer who is qualified, and that the Village wants. If the Village is going to have a Building Inspector, it may have to have a full timer. He hated to be forced into that position, but after seeing the resumes last time around, they were horrifically unqualified people applying. Maybe this time it would be different. Dave Hocesvar knows all these guys.

The Mayor said the solution will probably be within a year with Harry, the Building Inspector in Chagrin. Schloss asked if he was leaving. The Mayor said he is close, and he has talked to him, and he thought that is where you'll have a situation. The Mayor was just at Hunting Valley and their Building Inspector has no electrical license - that is a huge disservice. Schloss asked who has done us a huge disservice, and the Mayor said the State of Ohio. Until the 1980's there was no qualifications necessary to be a Building Inspector. Licensing takes years and people in this economy are not willing to give up construction jobs. The Mayor referred to an architecture/building firm that wants part of "our job". There are people out there. Right now, Hocesvar is the best solution, but he thought they would have to get somebody, probably going to have to steal somebody, or look at going together with another municipality like Woodmere to get somebody, which is still a possibility. Schloss asked about Woodmere. The Mayor said he gets paid \$45 per hour/\$43,000 per year part-time. He tried to hire Hocesvar to work for him. Porter added declining resources, increase in demand is a good way to be. The Mayor stated in Executive Session that night, they would talk about it and come out and take some action hopefully.



Ray Schloss, Chairman

Prepared by: Leslie Galicki

Building Committee Meeting on Monday, December 9, 2019, 9:00 a.m.

Agenda

Hours for Building Department

YEAR	PERMITS	REVENUE	EMPLOYEES	HOURS
2013	239	\$35,498	Dave, Laura, Maggie	84
2014	276	\$53,698	IS, Laura, Maggie	49
2015	293	\$54,522	IS, Laura, Maggie	49
2016	314	\$43,542	IS, Laura, AA	65
2017	324	\$54,793	IS, Laura, AA	65
2018	311	\$49,565	IS, Laura, AA	65
2019	238 ²⁸⁰	\$43,134	IS, AA	30
2020		<u>\$67,746?</u>	IS, AA, Zoning	

- Bldg. permits, registrations?

- Inspection Solutions 5 hrs. week + extra
20 hours per month

- Add 10 hours for zoning inspector
+ d.h.

Building/Zoning Committee Meeting

Wednesday, May 8, 2019 9:00 a.m.

PRESENT: Schloss, Porter, Hocevar, Romanowski

Schloss introduced new business and asked Hocevar for an update of the three to four problem homes in the Village. He reported that there was no response from three of the residents and one asked him to call them. Hocevar further relayed that more complaints have been coming in daily.

Regarding 304 Hazelwood, the certified letter was returned from the Post Office unaccepted. Hocevar asked what the next step would be. Schloss stated that the resident was living in the home. Hocevar verified the letter was also sent regular mail, and Porter advised that the resident then had been notified and the matter would be referred to the prosecutor. Schloss agreed.

Hocevar stated that another home, possibly 153 Lakeview Lane, was sent a certified letter last week. Porter stated if the letter had not been picked up then a regular letter should be sent. Hocevar stated the yard is a mess with a treehouse, trash, toys, tractors, etc.

Hocevar addressed the hours he has been putting in with the Village currently and advised that they were not enough to address all the issues. He worked until 5:00 p.m. the previous evening. Hocevar stated he could not donate or give enough hours to address issues. He stated that the residents deserve more, in particular they deserve a Building/Zoning Department. Hocevar receives phone calls at night but does not charge the Village.

Hocevar stated the Clemans Nelson Audit was a joke and not accurate. Porter stated he knew Hocevar was not billing every hour, and that in the report Hocevar and Wilson said the Building Department should be full-time. Clemans Nelson recommended it be part-time, but Porter was uncertain the Village could find a part-time inspector.

Hocevar stated that a problem he had seen with municipalities letting go of their building departments and then finding that they could not get them back. He spent a day in Streetsboro because they closed their Building Department and could not find anybody. Streetsboro is booming and the contractors have to wait for five days and are complaining to the Department of Commerce. He felt it was not fair to the residents and contractors there because they are paying big permit fees. There are people waiting to move in and can't get occupancy permits for two weeks. He did not want to see South Russell eliminate the Building Department.

Schloss stated that this was not even a thought. Porter stated there had been this thought in the past by various members of Council over the years. He thought the Clemans Nelson recommendation of a part-time building official was fine and if the Village found there was more of a demand it could transition to full-time. He did not think the Building Department should be closed, and that an ad should be placed to find a part-time building official over the summer. He added that Hocevar had committed for the rest of the year. He added that he was grateful and noted that the work has not been going down.

Hocevar stated he is falling behind on the maintenance issues in the Village and had no time to do them because he is committed to other places. He stated he would like to advertise the part-time building official in the Building Officials Conference of North East Ohio (BOCONEO) Newsletter. Hocevar stated he knows 90% of the people who would apply for the job. He asked to be part of the interview process.

Regarding Hocevar staying on for the remainder of the year, Hocevar stated he did not want to commit for the remainder of the year. He said he was overwhelmed by all his commitments. If he saw that the process was heading in the right direction, he would continue. He suggested his contract go month to month.

Schloss stated that in the meantime, Hocevar thought the Village should advertise for a part-time building official with a Building Official Certification, Residential Plumbing, Electrical Safety Inspector if possible, and have zoning experience.

Hocevar stated that he had a resume that he did not share from a person the Village may want to consider. He had not seen the individual in years, but the person had sent Hocevar his resume in January or February and he forgot about it. The Fiscal Officer advised that this individual provided it to her as well and added that he has been inquiring monthly about the opening.

Hocevar stated that there were no guarantees about what the Geauga County Building Department would be doing and speculated they might be downsizing. He added that they do not do the quantity of inspections South Russell does because they are overwhelmed. Porter pointed out that they are dealing with Chardon and other places, and what South Russell has are rehabs and not so much new construction. Hocevar added that Geauga County is more lax about permits.

Porter stated that for the May 13, 2019 Council meeting, the Building Committee should recommend the Village advertise for a part-time Building Official with the qualifications mentioned by Hocevar. The Committee would collect and review resumes. Input by Hocevar, the Fiscal Officer, as well as the Mayor would be desired. Ultimately, interviews would be conducted, and recommendations provided to Council.

The Fiscal Officer stated that the Human Resources Committee would be recommending going to a part-time building and zoning department and get approval for an ad to be placed May 14th for a Building/Zoning Inspector. Hocevar asked if he could work on the ad with the Fiscal Officer, and she agreed. He wanted it to be advertised in the BOCONEO newsletter as well. Fiscal Officer stated that was the intent of the Human Resource Committee as well.

The Fiscal Officer stated that Hocevar's contract, which expires at the end of May, would also be on the agenda for the May 13th Council meeting. Porter suggested going month to month. Hocevar said he would never stick it to the Village because the Village had been good to him.

Hocevar also stated that owners of the bowling alley lots had recently come into the Building Department asking to divide their lots and sell them for a development. He added that it is a conservation district and the zoning is complex. Porter added that no one ever thought the property on which the Lantern was built would ever be built on because of water. He said that it

was too expensive to bring a water line from Bainbridge to the facility, but now the Village has the Lantern which has its own wells. He saw the same thing being possible with the 30 acres on the east edge of the Village.

Porter stated that money wise, he did not know whether it would be a wash with what a part-time building official would be paid being offset by the permit fees. Hocevar pointed out that the Village could raise the fees, and that Chagrin Falls charges eight times as much for commercial permits.

Schloss stated he spoke to the Solicitor about proposed legislation for trailers on properties, and the suggestion by Council members was that it was too harsh. Porter stated that the change to the ordinance basically banned trailers, and he thought it was a good idea. The difficulty he perceived was with the existing trailers and the issue of telling these residents to move the trailers once the ordinance was changed. He said an argument might be that they were grandfathered, but it was an ordinance and not zoning, so the counterargument would be that it was a new ordinance and the residents must comply. He thought if the ordinance was changed and the Village then tried to enforce it, there might be some contentious litigation. He said if it appeared the Village were targeting individuals with the ordinance, that this would not play well in court. It had no criminal penalties, and he thought the ordinance could be changed and then the residents advised that they could no longer park their trailers where they were visible from the street.

Porter said he would address it at the next Council meeting and advised against waiving readings. Giving it the three readings would allow as much public input as necessary. It could also be put in an eblast and appear in the newsletter to enable residents to address concerns with Council. The Fiscal Officer asked if the ordinance was already written and Porter explained that the Solicitor had sent it to the Committee. She asked for a copy for Council Packets and asked if Porter planned to introduce it. Porter said he did not think the Solicitor wrote out the formal amendment but sent two versions; the existing ordinance and then the change to the ordinance. He suspected there would be debate about the language and what the Village was trying to accomplish. Porter stated the Village did not want to target residents. Schloss agreed and added that the Village also did not want the problem to continue. Hocevar speculated that the Village would find more people for the change than against it. Porter stated he would let the Solicitor know the Committee needed the ordinance to consider at the May 13 Council meeting.

Porter stated that residents should not antagonize their neighbors, and addressed a previous problem with a resident with an RV.

Hocevar asked whether they agreed about sending the letters out by regular mail, certified mail and then moving forward with the courts. Porter advised that this demonstrated that the Village provided official notification when the case went to court. Hocevar stated that the Village was not looking for small issues.

Hocevar addressed the issue of the Building Secretary, Kris Wilson, not wanting to continue with having the Board Secretary responsibilities because they are overwhelming to her. She did not want to have to attend the evening meetings and then do the minutes from the meetings. The

Fiscal Officer stated that the HR Committee planned to go with the Clemans Nelson recommendation to combine the two positions as one part-time position. The idea was that the Village would hire a part-time Building/Zoning Inspector and have the Building Secretary position be responsible for the Boards and the Building Department secretary duties. Schloss stated that if Wilson could not do this, the Village would have to advertise to fill the position. Porter stated the problem in the past was that the boards don't consistently meet, and the workload varied. He felt the position needed to be filled by a retired or "at home" person who could commit to being available when the boards met at night and then doing the minutes after. Schloss asked whether the Village could advertise for this. The Fiscal Officer clarified that the thought process of the HR Committee was if Council combined the two positions into one, that the new position would be first offered to Wilson. If she declined, then the Village would advertise. Porter stated he did not like the idea, unless Council made the combined position full time. He thought it was better to find someone part-time who would come when needed to fill the Board Secretary position. Schloss stated that for every hour Wilson spent in a board meeting, she would then spend two and a half hours writing up the minutes, and Schloss said Wilson said she was not capable of doing this and was overwhelmed.

Hocevar stated that Wilson said she would leave if the position was combined. He said she did not mind working part time and did not mind working in the Building Department and learning some zoning but did not want to take on both jobs. Schloss added that Wilson is currently looking for other employment and Porter asked if she were full-time, would this change the picture. Hocevar said he did not know. Hocevar asked the Committee to look at this issue. He added the two of them had some issues, but she has made progress. Hocevar added that she has a college degree and speaks three languages. He did not think the Village wanted to lose her because then the Village would have to retrain a new secretary. Porter stated that possibly Schloss would want to recommend the part-time board secretary independent of Building Department. Hocevar recommended Porter speak with Wilson.

Schloss stated Wilson would be on vacation for a week. Hocevar stated Wilson suggested forwarding calls to Hocevar. The Fiscal Officer had offered to have the emails and voicemails forwarded to her and she would notify Hocevar of any inspections. Hocevar preferred to have the calls forwarded directly to him. Porter agreed.

Porter adjourned the meeting at 9:43 a.m.



Ray Schloss, Building Committee Chairman

Building Committee Meeting
Tuesday, June 18, 2019 9:00 a.m.

Present: Chairman Schloss, Councilman Porter, Building Inspector Hocevar

Schloss stated that the committee was meeting to discuss the resumes which had been submitted for the Building Commissioner position. He turned the meeting over to Hocevar because he was familiar with many of the applicants.

Hocevar addressed the resume of Jack Clifford. Hocevar stated Clifford wanted three to four months (the winter months) off. Hocevar added that Clifford had been around for a long time. Porter stated he worked for Clifford Corporation in 1964 as a plumber and pipe fitter, and Hocevar determined that he must be about seventy-five years old. Porter stated he had been a Building Commissioner from 1998 to 2001 for the City of South Euclid and the City of Painesville. Regarding qualifications, Clifford has Plumbing, Plans Examiner, Residential Building Official, Residential Plumbing Inspector, Plumbing Contractor, and State of Ohio Building Official certifications. Porter and Hocevar stated Clifford did not have a commercial or electrical certification. Hocevar added that Clifford was somewhat familiar with zoning. He reiterated that Clifford was looking for a part-time position where he could come and go as he liked. Hocevar also called into question a three-month employment with SAFEbuilt and said he would look into the matter. Porter thought Clifford was worthy of an interview and Schloss agreed.

Hocevar telephoned John Dasher, another applicant, regarding his certifications because he listed the interim certifications of Building Official, Commercial, and Residential. Porter noted that Dasher was a Building Inspector in South Euclid. Hocevar stated that Dasher owned his own business and was a general contractor. Porter asked what was meant by an interim Building Official certification. Hocevar explained that he could oversee the department but was essentially a trainee. Porter clarified that he would require supervision for inspections, and Hocevar explained that Dasher would require supervision for Commercial and Residential, and he had no electrical or plumbing certifications. Hocevar stated he would put him on the list, but interview more qualified individuals first. Schloss agreed. Porter noted that Dasher had been a Boiler Technician in the U.S. Navy from 1974 – 1978.

A third applicant, Daniel D'Agostino, according to Hocevar, just took a job with Streetsboro on Mondays, Wednesdays, and Fridays, and wants to work two days a week, Tuesdays and Thursdays. Porter asked if this was practical, and Hocevar stated it would be better to have half-day people in the office. Hocevar added that D'Agostino was also still doing work with Richmond Height and told Hocevar that between those three municipalities, he could come to the Village. Porter and Schloss questioned how effective this would be but added that he lives in Russell. Porter stated D'Agostino has interim certifications of ESI, ICC, Residential, Building Official, Building Inspector, but not Commercial or Plumbing. Hocevar explained that with interim certifications, there must be someone with the individual at the inspections. Porter asked how long it would take to get full certification. Hocevar stated the times vary and could be between three and four years. Porter noted that D'Agostino was at the point of getting full

certification and Hocevar agreed. Although Porter did not like the idea of his limited availability, given the certifications he felt D'Agostino was worthy of an interview.

Hocevar added that for his part-time work with Streetsboro, D'Agostino makes \$60,000.

Kris Wilson, Building Department Secretary, reported that she had received a return phone call from James Pinkney who relayed that all his certifications had lapsed, but that he could reinstate them. Schloss commented that he was last on his list. Hocevar stated he had no certifications and was a housing inspector with the Metropolitan Housing Association. Porter did not find this helpful. Hocevar advised that he knew who Pinkney was and the committee should put him off.

Hocevar spoke to another applicant, Robert Baker, who lives in Vermillion. Porter stated Baker has Residential Building, Residential Mechanical, and Residential Plumbing certifications, but no electrical and no commercial. Porter stated that Baker's qualifications included Building Official and Building Inspector. Hocevar stated he called Baker the previous day and left a message about Baker's certification being up to date. He said Baker did not return his call. He added that looking at Baker's resume it would not appear he has worked for anyone, in particular not a municipality. Porter questioned why he would then have the certifications. Hocevar speculated that is why Baker did not return his call. Porter indicated Baker had done lead renovation. Porter would offer Baker an interview.

Porter stated that James Border was the next applicant and stated he was the Building Inspector for the Village of McDonald. Hocevar advised that he called the applicant yesterday asking him if he was willing to drive that distance. Porter stated he had no certifications. Schloss advised he was the Zoning Inspector for McDonald, which appeared to be his primary qualification. Porter asked if he was qualified for the position with just the zoning qualification, and Hocevar stated he did not think so. Porter noted that Border had an interim Commercial certification, and again asked for clarification. Hocevar explained that Border let his qualifications lapse and required supervision as a result. Schloss suggested putting the applicant at the bottom of the list. Porter recommended not interviewing Border.

Regarding another applicant, Donald Woodruff, Hocevar stated he had zero certifications. He speculated that this was an applicant that came from when the Mayor placed the ad.

Schloss stated that Bill Pier from North Olmsted was an applicant and Hocevar stated that Pier did not return his call regarding certifications. Schloss advised that he did not have certifications and was a construction person. Porter indicated that Pier worked for Panzica and Marous. Porter recommended not interviewing Pier.

George Eaton was another applicant whom Schloss said was not qualified. Porter asked what he did for Willoughby Hills, and Hocevar explained that they used to have a Housing Department that did Residential Zoning and maintenance. Porter indicated that the resume stated he was an office professional and asked if this meant secretary. He added, however, that Eaton had a BA in Architecture, but could only type 45 words a minute. Porter suggested not interviewing Eaton.

Hocevar asked about the applicant, Saed Oqal. Porter stated Saed is a marine engineer and the Chief Engineer on a tanker. He thought his qualifications did not match the needs of the Village. Hocevar added that he could not understand a word Saed said. Schloss added that he attended the Arab Academy for Science and Technology. Porter stated he had zero qualifications and recommended not interviewing him.

Schloss stated the committee had narrowed the applicants to four; D'Agostino, Clifford, Dasher, and Baker. Porter added the others were either not qualified or lacked certifications. Porter said letters of declination should be sent to the others. Hocevar suggested waiting until after his Building Officials Conference of Northeast Ohio (BOCONEO) meeting on June 19 where he might gain insight into the applicants. Schloss and Porter agreed and added that perhaps Hocevar would find a better qualified applicant at the meeting.

Porter added that although the applicants had some qualifications, there was not one that had every certification.

Hocevar suggested that perhaps the committee would want to look for a Building Inspector or hold on to what the Village currently had while bringing Kris Wilson up to speed on zoning. He explained that much of his time has been spent doing zoning such as looking at overgrown grass, junk cars, and in resident's driveways, which would be something Wilson could do. He thought perhaps the committee would want to reconsider the situation. He said the zoning was a pain and took a lot of time and was an expense to the Village. He discussed this idea with Wilson, and further explained that if someone else did the Board Clerk job and Wilson were to do fluctuating rounds, the Village might have a good candidate for Zoning. Porter stated it was worth considering. Hocevar urged Porter to speak to Wilson first, but had already mentioned it to her the previous day, and she was receptive. He added that she was catching on and understood the zoning and had offered to look at the grass issues in the Village. Hocevar advised that right now, Wilson had no authority to even sign a zoning permit. He questioned why he should come running into the Village to sign a zoning permit. Porter stated the Village would need to change the zoning code. Hocevar suggested that instead Wilson would be considered the Zoning Official. He added that Wilson had issues she wanted to discuss with the Building Committee pertaining to her lunch time and moving it. She suggested closing an hour earlier and forgetting the lunch break. Porter said this runs into Federal laws about how long people can work before being given a break. Hocevar stated he enjoyed the building aspect of the job, but not the zoning. He thought Wilson could pick up the loose ends, with checking fences, and ABR issues, and he did not see the need for him to do it. Porter said when he checked with Wilson about this previously, Wilson did not seem interested. Hocevar said that all of a sudden something changed the previous day when she expressed interest.

Hocevar explained that none of the applicants looked very promising, and Porter agreed. He surmised that after he questioned his colleagues at the BOCONEO meeting on June 19th, he would find that the applicants might have track records with the bouncing around municipalities.

Hocevar also addressed the Prevailing Wage issue and said that Wilson wanted to learn it. He added that because Heilman's name was taken off the books when she left, the Building Department was no longer receiving updates from the State. He stated that he and Wilson were

trying to correct this and were in contact with the Department of Commerce to get the Village reregistered under Hocevar's name and Wilson to take care of the Prevailing Wage requirement. He was letting the committee know about the issue and said that evidently somebody did not want to do it, and that he had done it for many years.

Regarding Mitchell, Hocevar said that the Police Chief was on board and the Village would be going to court. He added that Mitchell had a big dumpster in front of his house, but it still looked bad. Schloss clarified that this was the resident on the corner of Leaview. Hocevar asked Schloss if he wanted to continue pursuing O'Malley.

Porter concluded the Building Committee meeting at 10:30 a.m.


Ray Schloss, Chairman

Prepared by Leslie Galicki

Building Committee Meeting
Wednesday, July 31, 2019 8:00 a.m.

Present: Chairman Schloss, Councilman Porter

Visitors: Building Inspector Hocevar, Mayor Koons, Councilmember Carroll

The committee discussed sharing a Building/Zoning Inspector with Chagrin Falls or the Village of Woodmere. Nothing was concluded.

Ray Schloss, Chairman

Prepared by Danielle Romanowski as reported by Ray Schloss

Building Committee Meeting
Tuesday, July 2, 2019 9:00 a.m.

Present: Chairman Schloss, Councilman Porter, Building Inspector Hocevar

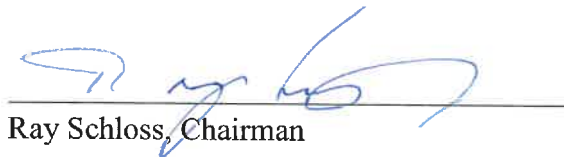
Those present went through the resumes/applications submitted for the Part-Time Building/Zoning Inspector for the Village. They narrowed the candidates down to John Dasher and Robert Baker. Schloss asked Fiscal Officer Romanowski to set up interviews for Thursday, July 11, 2019 at 9:00 a.m. and 9:45 a.m.

The Committee would like to get Kris Wilson more involved with zoning and drive around the Village and check lawns and misc. zoning issues. This would need Council's approval.

They would like Dave Hocevar to stay on until a suitable Building/Zoning Inspector could be found.

After August, Kris will not do the Board Clerk work. This would need Council's approval.

Meeting adjourned at 10:00 a.m.



Ray Schloss, Chairman

Prepared by Danielle Romanowski as reported by Ray Schloss

Building Committee Meeting
Wednesday, July 31, 2019 9:00 a.m.

Present: Chairman Schloss, Councilman Porter

Visitors: Building Inspector Hocesvar, Mayor Koons

The committee interviewed an applicant for the Building/Zoning Inspector position.

Ray Schloss, Chairman

Prepared by Danielle Romanowski as reported by Ray Schloss

Building Committee and Human Resources Committee Meeting
Monday, August 19 6:30 p.m.

Present: Schloss, Galicki, Carroll, Porter, Mayor Koons, Fiscal Officer Romanowski

Schloss advised he called the joint meeting of the Building and Human Resource Committees to determine what should be done with the Building Department, especially since the Building Department Secretary had submitted her resignation. Schloss stated that the first issue to address should be what would be done between the present and September 10th, which would be the Building Department Secretary's last day. Schloss' said there was a lot of useful information on the computer and he thought that the Fiscal Officer and/or the Administrative Assistant should go over and train with the Building Department Secretary for the next couple of weeks so that they understand the paperwork.

Carroll said the Village would have to replace the position and recommended utilizing the combined Administrative Assistant/Board Clerk job description. In the meantime, while the job was being advertised, there would be some other administrative issues that needed to be figured out. The Fiscal Officer, Administrative Assistant, or possibly the person hired for the position could help with the transition. He thought this would make the transition easier to hire someone in the combined position.

Galicki said he would not get into too many specifics about who would be used for the turnover because otherwise he would recuse himself of the issue. He stated it would be nice to know the resolution in terms of whether the position would be combined or not. Galicki added that the Village would have to post for the vacancy in terms of advertising the position and try to fill it as soon as possible. In the interim, he agreed some kind of turnover would be necessary.

Porter said if someone could be found to be both the Building Department Secretary and the Board Secretary and compensated accordingly, that would be ideal. He thought based on what they would find with the quantity and quality of the applicants, both positions could be filled. Porter was concerned that the Village would not be able to find someone who would take both. He suggested advertising the Building Department Secretary and the Board Secretary position and see what the response was, and then seek to fill the position before the Building Secretary left. Ideally, by a week before the Building Secretary leaves, the new person could shadow her to transition. Porter suggested posting the job opening this week, waiting a couple of weeks for responses, doing some interviews, and, the Mayor would then be the appointing authority.

Schloss asked the Fiscal Officer how many applications she had received. She explained that she posted the Board Clerk job in the Chagrin Valley Times and on Indeed.com. As of August 18th, she had fifteen applications that she needed to review. Porter added that the Board Secretary position was already being advertised, and the Fiscal Officer stated they would need to see if those applicants would be interested in the combined job, or if they just wanted the 5 to 40 hours per month as it was posted.

Carroll suggested inquiring whether the applicants were interested in both. He also thought it should be advertised as the combined position based on the job description Council passed and adopted. Schloss said he would like the ad in the paper this week if possible.

Porter asked if the current applicants would have to resubmit applications for the new job position, and Carroll thought they could just be contacted to determine their interest in the combined position. Porter asked if they wanted to consider zoning experience or Building Department experience in the ad that

would be run. Galicki said the ad could state that such experience would be desired, but Council should not get hung up on that level of experience. He added that the current Board Secretary did not have experience before taking the job, nor did the former Building Inspector when she started.

The Mayor asked if they were keeping the Building Department. Carroll advised he was not saying that they were closing or keeping it. Regardless, the Village would need a secretary in the position, as well as a Zoning Inspector. Porter stated the Village was keeping the Building Department if only for a full or part-time Zoning Inspector and a Board Secretary because by law the Village must have a Zoning Inspector. He added that if they could find one person to fill both jobs, that would be great.

Schloss stated that it appeared that Dave Hovevar, the contracted Building Inspector, would stick around until the matter was resolved. Porter stated Hovevar's contract ran until next year. Carroll pointed out the contract with Hovevar was month to month, and Porter stated it was a 30-day termination. The Fiscal Officer spoke with the Solicitor about this, and it was clarified that Hovevar could simply tell the Village at the end of a month that he was finished. Schloss said that Hovevar said he had been with the Village for 40 years and would not do that to the Village.

Porter indicated that there were three job descriptions; one for Building Department Secretary, one for Board Secretary, and one for a combined position. Carroll said this was correct and the Village would advertise for the combined position. Porter agreed.

Schloss wanted to discuss whether the Building Department would remain open or be closing. Carroll asked if Council would be accepting the Board Secretary's resignation at the Regular Council meeting that evening. Schloss said that was correct. Porter said it was a formality, but yes. Schloss asked what would happen if she were to change her mind. Porter stated that in the past Council accepted a withdrawal of the resignation.

Porter reviewed Hovevar's contract relative to the 30-day notice.

Schloss asked again what Council was going to do with the Building Department. Carroll stated the failsafe would be to go to the county. He further stated that the Village was required to have zoning, so regardless of the outcome, someone must be hired to do zoning. On the building side of it, the Village could look at a collaborative effort. For nine months, the Village had run a part-time Building Department and things were getting done. No one had come to Council meetings upset. Carroll said the Village had tried the part-time route and could not find a qualified Building Inspector, according to the Building Committee, who looked at the resumes. If nothing could be done collaboratively, Council must take a serious look at going to the county. Schloss stated that Council needed to identify a date for the decision to be made like November 1st, December 31st, etc. Porter stated the Village had Hovevar until next year, and the Village might want to look around and advertise again for Building Inspectors. The previous time, the Committee did not get much, but things change. Porter speculated that perhaps the timing was not right. He said there were only two applicants who were remotely qualified, one of whom did not show up for his interview. The other applicant did not meet the Village's standards. Porter agreed with Carroll that the failsafe was the county.

Galicki recommended establishing the direction Council would be heading by the end of the year with a firm decision because with the new year there would be the collection of fees from registering contractors. He explained that if fees were collected and then the Building Department was disestablished, it would be

unfair to the contractors and refunds would be necessary. He thought that Council needed to know the direction by January 1, 2020.

Porter stated the contractors would be given refunds and then sent to the county. Carroll said this would be cumbersome. Carroll asked the Mayor if he had spoken to Woodmere and Chagrin Falls and said this was a possible option. The Mayor stated that Woodmere was hurting and could not find anybody. Galicki clarified that Woodmere did not have a Building Inspector now and was looking for one. The Mayor stated this was correct. Carroll asked if they were looking for full-time or part-time, and the Mayor said part-time. Schloss asked about Chagrin Falls, which the Mayor had mentioned. The Mayor replied that Harry had not said anything to Chagrin, and as far as he knew, Harry was still there and had three years left. Galicki added that Chagrin had an inspector, but he did not have all the certifications. The Village would be in a situation where the services of someone like Hocesvar or the county would still be needed. He questioned why the Village would go to the county for one thing but not everything. Galicki did not know how this would be viewed by the county. Porter suggested outsourcing but had heard mixed reviews about that. The Mayor said he had not heard anything good about it, and Porter said it was better than nothing.

Carroll advised it was difficult because contractors were working, and this was an issue with trying to find someone. Part-time would be very difficult. The Mayor stated that the Village would have to pay big bucks to get someone part-time. Carroll said that the county was an option and the Village would have a part-time Zoning Inspector. Schloss asked if the Village needed to reach out to the county now. Carroll suggested contacting the county and asking what the transition would look like. Porter stated the transition would be pretty quick and involved telling the County Commissioners and the Mayor that the Village wanted the county Building Department to act for the Village. The Commissioners would have to vote to accept to allow it.

Galicki asked if first there was discussion with the county, or would the issue of transition be brought to Council first for a vote on the direction to be taken. Porter thought Council should weigh in first. Galicki said that if it was approved by Council, the Village could then advertise for a Zoning Inspector. The Village could still maintain the Administrative Assistant and the Board Clerk positions that could be standalone positions. He added that several of the townships have Zoning Inspectors who work a day or two a week. They set up office hours and it seemed everything could be accomplished during this time.

The Mayor stated it was on the agenda for the Regular Council meeting that night, "Building Department Personnel Structure." He said they should do it that night.

The Fiscal Officer asked if an ad was to be placed for an Administrative Assistant for the Building Department with the new job description. She added that although the Village had Hocesvar, who was more Building Inspector and not as much zoning, it would still require a Zoning Inspector regardless of what Council decided about the Building Department. Thus, she was asking if she should run an ad for Zoning Inspector as well. Galicki stated it was necessary to solve the issue of what direction Council wanted to go, and that would then be another ad. He did not envision that the Administrative Assistant and Zoning Inspector would be combined. The Fiscal Officer explained that she did not think so either. Galicki added that this way if the Village had a part-time Administrative Assistant/Board Clerk, this person could maintain some presence in the office during the week where a Zoning Inspector might do business one or two days a week. He said they would not have to be there at the same time, and then the Village would have someone there answering phones and mail, and a part-time Zoning Inspector. The Fiscal Officer stated that the last ad said Building/Zoning and stated that it seemed the Building

Inspectors have certifications and feel they are above Zoning. She felt if the Village ran an ad for Zoning Inspector only, the Village would get some feedback. The Village must have a Zoning Inspector. If the county were to do just the building, the Village would have a Zoning Inspector to do zoning. Schloss suggested bringing it up for a vote at the Council meeting.

Porter added that Hocesvar was currently doing Building and Zoning, and the Village was not under a time crunch to find a Zoning Inspector. He said there were virtually no requirements to be a Zoning Inspector. If the Village were to have a Building Department Secretary and a Board Clerk who was also the Zoning Inspector and was compensated accordingly, there would be three part-time jobs but one person who could do it during the week. Carroll said he was very confused. He asked Porter if this person was going to be Zoning Inspector, Administrative Assistant, and Board Secretary. Carroll said he would separate Zoning Inspector and leave the combined Administrative Assistant/Board Secretary position. Porter said he agreed with that. Carroll said the Zoning Inspector would be a separate position. Galicki said he also did not like bundling the three positions together. Summarizing, Carroll said the Village could have two part-time positions and go to the county for the Building Department matters.

The Mayor stated that the committees should go to Council that night and say that they were getting out of the Building Department and were looking for an Administrative Assistant/Board Clerk and a Zoning Inspector and contracting with the county. Done.

Galicki said they would approach Council to discuss the future of the Building Department. Depending on the discussion and if Council elected to disestablish the Building Department, the next act would be to contact the county and advertise for a Zoning Inspector. No matter what, the Village must advertise for an Administrative Assistant regardless of what was done with the Building Department. This part was stand alone, whether Council chose to keep the Building Department or not. Galicki said it all relied on what direction Council wanted to go with the Building Department. Porter added that if there were no full-time positions for a Building Official, the Village would get nothing. He clarified to say the Village would have a hard time keeping a Building Department part-time. Without a full-time Building Official, he did not believe the Village could have a viable Building Department.

The Fiscal Officer asked if the Board Clerk could be combined with the Zoning Inspector. Galicki said he would not go down that direction. The Fiscal Officer said that she had heard that if the Village were to be sued, it would be about zoning, and then whatever the minutes said would be submitted to court. Thus, the Village would not want the person doing the inspection preparing minutes and suggested the need for a separation of duties. She understood this was the reason it was necessary to have two people, the secretary who was responsible for the records and then the Inspector. Porter added this was a way for the Administrative Assistant to fleet up to be the Zoning Inspector.

The Mayor stated that by the end of September, the Village could have an Administrative Assistant and Board Secretary working 25 hours a week, may have a Zoning Inspector, have the county take over, and Hocesvar gone after the end of September if he did his thirty day notice. Carroll stated this would be a very aggressive timeline. He would look at this as happening by the end of the year for the transition to take place. Porter agreed. Carroll explained that there would be training of the Zoning Inspector that perhaps Hocesvar would provide. He noted how supportive Hocesvar had been. Carroll thought this timeline would keep it clean. Porter added that it would give the Village time to inform people.

Porter lamented not being able to find a suitable part-time Building Official, and Galicki added that Council did due diligence to find one to maintain the Building Department. Galicki added that it would

be good for the citizens, the employees, and the county to have a full quarter to transition. Schloss asked if the Village could work with Russell or Bainbridge with part-time zoning. Galicki said Bainbridge might not have a lot of flexibility with their zoning personnel with their current projects. Regarding Russell, Carroll said it might be a possibility to partner with them. He liked the idea of collaboration. Schloss asked if Russell should be contacted. Galicki advised that first the committees should see how it played out in Council. Carroll believed it was something the Village should consider. Galicki suggested that perhaps the Village could find someone it used one or two days a week that would be less expensive than partnering, but agreed it required analysis.

Schloss asked why the Village could not make Chief Rizzo the Zoning Inspector.

Galicki said if there was a vote taken, the question should be, 'where do we want to be at the end of next year?' not tomorrow. Schloss asked that the matter be resolved by December. Galicki said it had been nearly a year.

Carroll stated the first thing Council needed to do was to accept the resignation of the Building Department Secretary. Then Council could discuss the Building Department and how the position would be advertised, about placing an ad, and discuss the Building Department to see what Council's flavor was on it. After that, zoning could be addressed.

The meeting adjourned at 7:10 p.m.

Ray Schloss, Chairman Building Committee

Dennis Galicki, Chairman HR Committee

Building Committee Meeting
Thursday, August 22, 2019

Present: Chairman Schloss, Building Inspector Hocevar, Mayor Koons,
Solicitor Matheney

The Mayor stated regarding septic standards, he provided 22 pages of information. He reported that a man moved into South Russell a year or two ago, Tom Mulcahy, who bought Ann Dunning's house, put \$22,000 into the septic system and wants to know why he has to have it cleaned out every two years. The Mayor told him that it was the standard of the Village and had been since 1996. He provided the Mayor with information, and had his septic tank cleaned. The Solicitor spoke with Dave Sage, Geauga County Health District, who said they don't have a bright line rule, nor does the State of Ohio as far as how often the systems must be pumped. As a result, it is up to the local municipalities to have an ordinance. The recommendation was pumping every two to three years. Sage told the Solicitor that with the newer systems, depending on usage, there might be a reason to pump more frequently. He suggested getting information from the manufacturer of the system and/or from a septic hauler that can verify the system was new and there was no need for pumping every two years. The Solicitor felt that the Village was on target with its two-year requirement, but it would be up to the Village to revise the ordinance. The Mayor stated this information may be in the paperwork from the installer, Mod Ziegler. He did not know that the Village wanted to "go there."

Hocevar stated that in 1990, the EPA was pushing the Village to remove the sanitary sewers in the eastern part of the Village and maintain a septic pumping system. He and Bob Weiss put together a two-year proposal and submitted it to the EPA. The EPA accepted it. Within the last week or two, he had talked to three pumpers who told him two years was not out of line even with the new systems. They questioned how the Village was going to regulate two people from seven. If someone sold the house and seven people moved in instead of two, over two years the system would be shot. Their recommendation to Hocevar was that two years was not being unrealistic. Paying a sewer bill would cost \$400 a year. The Solicitor agreed. Hocevar then asked what the difference would be between \$400 every two years and \$400 a year.

Schloss asked what Mulcahy was requesting. The Mayor said Mulcahy had a letter from the installer and wanted to know if he could be exempt. The Mayor said he was nice but persistent. Mulcahy wanted to see something done for him and possibly for some of the single people who live on the street. The Mayor told him that at the end of the street where Morningside comes together with Garden Park, it smells because of someone's septic system. The Mayor said Mulcahy acknowledged this. The Mayor said Mulcahy acknowledged like "got me." The Mayor offered to Mulcahy that the Village would look at his paperwork, think about it, and be back in touch. Mulcahy told the Mayor that after the Council meeting on September 9th, he would be back asking for an exemption but would be really nice about it. The Mayor's thought was to read through the paperwork to see if there was anything that would make them want to talk about it. If not, it was two years and let him pursue it. The Solicitor read from the paperwork provided by the Mayor, "in my professional opinion, the recommended pumping schedule for a tank this size with two residents would be every four years. Pumping the septic tank more frequent could eliminate the aerobic bacteria." The Solicitor surmised that aerobic

bacteria was important. The Solicitor asked if an exemption had ever been granted, and the Mayor stated it would be a can of worms, and the Solicitor and Schloss agreed. The Mayor said that the resident next to Mulcahy was single and had a new system, and the guy next to him was single and had a 40-year-old system. The Mayor said it would be a mess. Hocevar explained that there are actually four or five different systems they put in. Mulcahy got the state of the art because of the topography of his land. According to Hocevar, the resident had to go through all this "ultraviolet light, the pumping station, the whole thing." Schloss asked when Mulcahy put it in. Hocevar replied it was two years ago. Hocevar said he was mandated to get it. The Mayor recommended reading the information but said at the Council meeting he did not think they were ready to take any sort of action or even have it discussed. The Solicitor advised that if he were to come to the meeting and wanted to discuss it, and the Mayor interjected that Mulcahy would come the day after, that he was that kind of guy who would be polite and not want to create a scene.

Hocevar stated he was nice but questioned why he should spend that kind of money on it. The Solicitor asked if the Village enforced this ordinance if someone did not get the system pumped every two years. Hocevar said "yes." The Solicitor asked how the Village finds out. Hocevar said they keep track of all of it in the Building Department with software. A letter pops up when the system is due, and the resident has 30 days to get it pumped. The pumping service provides the resident a slip to prove they had it done. It was part of the deal the Village had with Lake Louise being the instigator of the whole EPA issue. The Mayor corrected Hocevar to say it was Bellwood Lake. Hocevar addressed when Bellwood Lake put their sewers in and added that Lake Louise was another community where none of their septic tanks passed and raw sewage was going into the ditches. The Mayor concluded the committee would read the 22 pages and talk about it some other time if the committee wants to talk about it.

The Mayor addressed 48 Daisy Lane and said the neighbors to the south would be at the September 9th Council meeting complaining about the lighting. The Mayor asked Hocevar if there was anything that controlled residential lighting. Hocevar said he thought it was a stretch and that the Solicitor had also looked at it. He said there were Villages out there that would take readings 10 feet from the light fixture, but he did not know if the Village wanted to go to that extreme. According to Hocevar, this was the first complaint the Village had in 30 some years. He said it was a legitimate complaint, but it was like oil and water in the neighborhood. If there weren't ruffled feathers, the resident would do the opposite. The Mayor asked if Hocevar told the Committee about the fence, and that Hank, the resident, wanted to put in a fence. Hocevar said that he wanted to put a six-foot board on board fence around the property and paint it red, white and blue. Hocevar asked him not to start trouble. Hocevar said there was still issues of chicken going across the yard and said he documents the time chickens run across his yard. A letter was sent to the resident about the chickens and they were not happy when Hocevar met with them. Hocevar said he told them, "it is what it is. Keep your chickens in a pen." The Mayor stated the resident south of Hank will be at the September 9th Council meeting and was supposed to have been at the last Council meeting and told the Building Secretary he had the wrong date. He will be very aggressive but will be in the visitor section. Council will hear what he has to say and move on.

Schloss said he was under the impression that the residents had worked this out amongst themselves and were okay with the lighting. Hocevar stated this was all except one. The Mayor said it was a feud. He stated that the residents had letters flying back and forth and then on a weekend, 19 people came and visited Hank to welcome him to the neighborhood. Schloss said the red, white, and blue fence would be crazy. Hocevar said he just said that to irritate Hocevar. The Mayor said Hank had called him, but he had not called him back. Hocevar said he wanted an occupancy certificate, and Hocevar had discussed this with the Solicitor. Because of the ABR situation, Hank refused to go back. Hocevar said the Building Secretary smoothed it over a little, but he refused to go back. He wanted to put an awning outside of his house where the neighbors were complaining, and Hocevar said he could not put it there. Schloss asked if this was where the lights were. Hocevar replied yes. He told Hank he could not put it there according to the Village zoning. The Solicitor agreed. The Solicitor asked if he had put it up, and Hocevar said no, and thought he was saying it just to irritate him. Hocevar said the resident would say he was going to put it up and Hocevar would tell him he would him in court.

The Mayor said the other issue with Hank was that the houses from Hank's house north along Daisy towards Bell had water issues in their backyards. The Mayor said, he had walked the property last Friday with the Land Conservancy, which he told Hank he would do to see what could be done. The Mayor said what he would tell Hank is to deal with the Chagrin River Watershed Partners. There is an issue of four houses with wet backyards. And then there is a pond at the north that overflows. He talked about French drains at one point. Hocevar said he was still talking about it. Hocevar told him he could do it if he liked, and he spoke to the Street Commissioner and the Street Commissioner said the Village could do it, but if Hocevar told him he could not do it, it would probably be in already. The Mayor said he would let Hocevar know after he talked to "this guy".

The Mayor addressed alternates to the Zoning Board of Appeals (ZBA) and Planning Commission (PC). He said if the Village went this route, his thought was that there should be some sort of prep work so they don't just end up boom here you are, sitting down at a ZBA or PC meeting not even knowing the people they are sitting next to. And 20 minutes later they are asked to vote, which he thought was ridiculous. His thought was for the individuals to attend at least one meeting over a couple of months, give them a zoning book, have them look and see if they want to be an alternate so they are prepared, and they would get the minutes and the agendas. When the time came, when an alternate was needed, that person would be there. Right now, the Mayor said, it was cold turkey and he thought his idea was better. He thought this came up two years before where the idea that the prospective alternate would be prepped and would have had the zoning book. They would also have sat in on the meetings. They would have met everybody, but he would only require them to come to one meeting to get a feel for it. The Solicitor asked if they did this with the actual members, and whether the actual members received training. The Mayor said they did not. The Solicitor thought it would be a great idea to encourage it. The Mayor said the last two people he put on, including Terry Brennan, walked in and sat down, shook hands, and 20 minutes later voted. Brennan told the Mayor when he walked out that if he had been on longer, he probably would have voted a different way. Brennan was a corporate lawyer and knew what he was doing. The Solicitor said that was interesting. Schloss asked how many members were on ZBA and the Mayor replied five (5). Schloss asked what the Mayor was proposing, and the Mayor said, "two waiting in the wings." Schloss clarified that

this was two alternates, and he asked whether no one showed up the night before. The Solicitor said there were two people that showed up, Chairman Dave Maistros and Laura LaChapelle were present. They thought George Clemens would be attending, but it turned out he could not come. Schloss asked if at least three were needed, and the Solicitor said this was correct for a quorum. With three, a unanimous vote would be necessary in order to pass the variance. There could not be two vs. one. This had to always be explained to the applicant, too, because if there were a five-member board, the chances of getting three votes over five was easier than a unanimous three people. The applicant needed to know that if there were only three, unanimity is required. The Solicitor said the gentleman who stepped in was blindsided, but his questions were fantastic. The Mayor stated he had Bill Stone and Heidi Baumgart, who expressed interest in ZBA, attend the meeting the previous night. When there was no third person, Stone said he would do it. The Mayor stated he swore him in, and Stone could handle the meeting and he could resign the following day, or he may stay on. The Solicitor told the Mayor to keep in mind that the Mayor put him in because there was a vacancy because Terry Brennan moved out of the Village and could no longer serve. There was a vacancy and Stone was appointed to that vacancy. It was not like he was an alternate. He was now a board member until he resigned. The Solicitor asked the Mayor if Stone would resign, and the Mayor said he was tempted. The Mayor met with him a couple of weeks ago because the Mayor wanted him to be the Zoning Inspector. The Solicitor asked if he was interested, and the Mayor said Stone ran a home inspection business and was working 60 hours a week and had a battle with cancer. Stone's concern was \$12,000 health insurance; he had it now and did not want to lose it. The Mayor said Stone was tempted to consider it. According to the Mayor, he came to the Village with Bill Joyce, and lives on Fairview where Joyce put up that house and wanted to put in more houses. He was the bridge between the neighbors, who were going crazy, and the ZBA. Maistros remembered him. The Mayor thought he would know more about zoning than anyone else and came in prepared but didn't have a leg to stand on against Joyce from what he remembered. The Mayor said he just kind of 'okay, we can't do this.' So, some of those people have a house that is on three different lots. The Solicitor said she remembered.

Hocevar ask if the Village would be advertising for alternates, and the Mayor replied yes and that it was in the newsletter. The Solicitor clarified that the Mayor was saying the ads were placed for Board Secretary and Administrative Assistant. The Mayor said that yes, there was. The Solicitor questioned that it was for alternates. The Mayor said he did not know if it said alternate, but he thought it did. Schloss said he thought it did as well and suggested asking the Fiscal Officer. The Mayor said he was almost sure. The Solicitor stated that Council was not necessarily on board with the alternates and they did not pass an ordinance. The Mayor said no. The Solicitor asked whether the Village was looking for alternates or was this to fill Terry Brennan's vacant seat. The Mayor said he could not remember. Hocevar said a vacancy still needed to be filled without the alternates. The Solicitor explained that it was now filled unless Stone stepped down. The Mayor said that George Clemens would be next. The Solicitor agreed but said he had not yet resigned. The Solicitor explained that Brennan had resigned. Hocevar said he thought Clemens was out too. The Solicitor said she did not hear him say he had resigned. Hocevar heard through the grapevine that he was going to. The Solicitor said this was good to know. Hocevar suggested talking to him to make sure that he was going to stay or not stay. The Mayor said he would check with Clemens. The Mayor was almost sure that he put in the newsletter that the Village was looking for alternates. He stated that the Village had done

this in 2017 looking for people to serve and nobody stepped forward. The Solicitor repeated that she thought Council was not for the alternate concept. She reminded the Mayor that she was getting ready to prepare the ordinance, and that there was an ordinance two years ago, but it did not include how the voting would occur and that the plan was to change it for the next Council meeting. The Mayor thought it was supposed to be in the next newsletter. The Solicitor questioned this. The Mayor said he put it in the newsletter. The Solicitor thought it was to fill the vacancy. The Mayor thought maybe it said vacancy. Schloss asked for clarification that there are five people that are currently on ZBA, but only three showed up to the meeting. The Mayor said "two." Schloss asked why the other ones did not show up. He asked if they were not responsible to know that this was an important meeting. He asked if this happened all the time. The Solicitor said she did not know that it happened all the time. The Mayor stated that Brennan moved to Chagrin and Andy Hitchcock was on vacation. George Clemens said he was going to show but did not. Schloss said it was not acceptable. The Solicitor agreed but said it happened. Schloss concluded that there was a need for alternates without question. The Solicitor said she thought it was a good move.

The Mayor asked the Solicitor if they had alternates and the Solicitor replied that Bainbridge, Chester, and Auburn have alternates. The Solicitor did not know about Russell. Schloss said Chagrin did. Schloss asked what the downside to having alternates was. The Solicitor said she did not know either. Schloss said it would be stupid not to. The Mayor told Schloss frankly that if it was somebody else who had proposed it, Council would have gone along with it. He thought it was too much power coming to the Mayor. He thought it was an ego thing. Schloss said this was an important position and there were all kinds of people out there who had to get their properties taken care of etc. To not to be able to do this was wrong, he thought. Regarding the case before the ZBA, the Mayor said if Bill Stone didn't step in it would have had to be postponed, it would have been another month. Schloss said this was not fair, and the Mayor agreed.

The Mayor reiterated that the alternates would attend one meeting, there would be a waiting period of three months or six months. The Solicitor said she would not recommend this. She understood the need to understand the zoning book, but thought they could jump right in. Schloss asked if they stayed on the issue until it was over. The Solicitor said she thought that was important. For example, if with last night's ZBA meeting, the issue was tabled for some reason, if it was a different composition of board, it would be really tough. She thought the alternate should stay on until the conclusion of the matter. It would be difficult to switch it up because otherwise they would be looking at minutes, and honestly there weren't any minutes to look at. She said it was really hard to keep the memory over the course of a month. Since she had been Solicitor, she had not seen one thing tabled at ZBA. Everything seemed to have been taken care of at that meeting. At PC, some things had been tabled, and it could be important to stay on to the end. Schloss asked whether Council could be on the boards and the Solicitor said she did not know for ZBA. She said for ZBA, it was the Mayor's choice. The Mayor stated that for PC, he nominated Porter and Council voted him down. The Solicitor agreed that Council must approve PC. She said another consideration if Council agreed to do alternates for ZBA and PC, ZBA appointees would be whomever the Mayor chose, but PC would be subject to approval by Council and there might be two different ordinances involved. Schloss directed the Solicitor to check this out, and she said she would do so.

Schloss asked how many items were on the agenda for the ZBA meeting, and the Solicitor said just one. The Solicitor said they did wait a half-hour for Clemens. The Mayor said the other reason the Village did not have alternates was because when he proposed this two years ago, some of the members of ZBA and PC were lukewarm and thought no one could replace them. Schloss suggested this was an ego trip. Mayor said this was the feeling he had.

The Mayor stated that the Building Department Secretary was leaving. He said, "If the thought, if it is ever proposed, that the Councilman's wife becomes the zoning or receives any additional hours, I will not interview her. I will not appoint her. I think it was wrong. If Leslie is given anything, I think that's a mistake. I think you got. We don't have a nepotism rule, but I think she is going to stay there and do her 20 hours or whatever." Schloss stated, "I don't think she wants that, anything like that." The Mayor said, "Okay. I just wanted to let you know." Schloss said, "I had not heard that mentioned." Hocevar said, "She was good with Danielle to come over there". Mayor said, "Yes". Hocevar said, "She was okay with that." The Mayor said, "yeah." Hocevar said, "Whatever she thinks she is going to learn in two weeks, God bless her. By the time you get through the software. We are here to just help. Work together on this to make something happen, that's all we care about, right?" Schloss said, "Yes sir." The Mayor stated, "There is bad blood and my concern when the day comes that Leslie gets trained, Kris won't be there." The Solicitor said, "That's a big problem." The Mayor said, "It is. It is a real big problem." Solicitor said, "An employee problem actually. Remember she is here until the 10th." Hocevar said, "But it wasn't instigated by her." The Solicitor said, "Understood, but I mean, again, she did say until the 10th, otherwise, what? I understand that there are emotions, but we do have to find out the passwords. We have to get training because what if we do not find somebody to take over by the time she leaves, we want to make sure that things get processed. I mean it is still open. The Building Department is still open." Hocevar said, "Yeah, right." Solicitor said, "That is my only concern." Mayor said, "Yeah. But not to say nepotism, but I don't see any change coming." Schloss said, "I understand." The Mayor said, "I've heard from enough people." Hocevar said, "If that's the bottom-line Bill, let me try to ease that out a little bit. I mean all we care about is getting somebody trained. I mean I know where she is coming from. I know where you are coming from." Mayor said, "Okay." Schloss said, "So you are just going to mention something to Danielle then about going over there to let her take care of it." Mayor said, "I've got to tell you. I'm umm, at the Council meeting Monday night, I said I need a week to smooth this over. Tuesday morning the Fiscal Officer called and told Kris we are on our way; we are coming over. I hadn't even had a chance to tell Kris. And that's another issue." Hocevar said, "There is an option that they just did over there in Moreland Hills. A temp service." Solicitor said, "Yes." Hocevar said, "And I thought it was bullshit, excuse me, but you know what, the girl seems like she is grasping pretty good." Solicitor said, "Yeah, Kris even mentioned that to me on Monday morning." Hocevar said, "I think that would smooth everything, get a temp." Schloss said, "It was mentioned up here too, and I think I am the one that said we've got two people here, but maybe I have to eat my words." Solicitor said, "Here is the thing. I mean. I'm just saying, Danielle is pretty busy as Fiscal Officer. And I know that everyone thinks that she can just take it on because she can, she is very efficient and she will get it done, there is no question. But I don't know whether it is entirely fair. This is budget time. I don't know that she is going to be able to spend a full two weeks over there." Hocevar said, "No, I don't think so." Solicitor said, "That's why I was thinking a temp or." Hocevar said, "A temp. Somebody in finance in Moreland Hills had someone through the temp service and he

said I had a girl looking for a job. And I talked to Paul yesterday and I go 'How's that temp working out because we had talked to her today and I says 'she sounds like she has been there a while' because she is grasping on quickly. He says, 'She asks me questions.' because you know their new. You know if you are trying to be a lawyer, it isn't going to happen today. But it might be an option to smooth everything out." Solicitor said, "Yeah, maybe." Mayor said, "I wanted the week to attempt to smooth it out. And then to have her call her Tuesday morning, she just 'bang'. (Hocevar comment unintelligible 22:48) Solicitor said, "Kris had called her and talked to her on Monday about getting a temp, I think that is why that happened as I understand it." Hocevar said, "I didn't know that. But I just, different scenario was me talking to the guy in Moreland Hills, 'We just got a temp.'" Schloss said, "Would you find out what the temp service is if you could. Is that alright?" Hocevar said, "I didn't think they were any good, but after hearing that, I thought maybe there is a shot." Mayor said, "Now we are going to shift gears.

Mayor addressed a dead deer eaten by a coyote in the yard next to the home of resident, Donna Bauman. She is blaming it on Barry who lives behind her and has a shed and animals. The Mayor said there was nothing the Village did about dead animals, and that he would get back to her by the end of the week. Bauman wanted Barry's property cleaned up. Hocevar said the fellow called him. Hocevar thought the man's parents were in a nursing home, and he lived in Colorado and had a sister in California. He told Hocevar he would give the best attempt to clean up the property because they wanted to sell it. The Solicitor asked what was going on with the property. Hocevar said the man's father collected junk back there, and they had some dilapidated sheds and some pipe, but nothing you would see if you weren't going in there. He said Bauman had somewhat of a legitimate complaint. The Mayor said she called a lot. Hocevar said she did make a complaint and it fell through the cracks for him to go back out to look to see if it had been cleaned up. But if worse came to worse, he would go out today to see if it was the same scenario. He would call the man but needed to go look at it. The Mayor said he went back into the yard and said you could see under the shed that somebody was probably living there. He told Bauman the Village would not do much.

On 151 Lakeview, the Mayor said "we" have been on this guy to clean the ditch. He said this was the guy who was a professor and is in prison now for pornography. Hocevar asked if it was still bad. The Mayor said they mow but don't clean the ditch. He just happened to go by when the neighbor was coming down and said he'd look into it. The neighbor told him the taxes had not been paid and the neighbor would wait until the man got out. The Mayor wanted to check on the residence and was going to knock on the door and tell them to mow their ditch. Hocevar said the Building Department Secretary has a relationship with him because she felt sorry for him because of the situation with his parents, so when she calls, he usually says ok because the grass was a foot and a half high in the yard. The Mayor said it still is. The Mayor said he was just not doing the ditch. Hocevar said he was by himself and had some substance abuse issues. Schloss said it was a mess. Referring again to Barry, the Mayor stated "this guy's son" mowed the grass and there was always a new American Flag and he kept up everything else except for the very back yard and the Mayor did not want to throw him under the bus.

The Mayor said Mrs. Brown is scheduled for September 16th to be in court. The Solicitor said it was later than this. Schloss said it was the 22nd or 23rd. He asked if he was expected to attend it. The Solicitor said the Mayor would have to talk to Prosecutor Coyne. She said the Prosecutor

would probably reach out to Hocevar or the Chief to ask if the person was in compliance or what the status was. Schloss said he wanted to go to court and the Solicitor said anyone could go. He said the residents on either side had asked him to go. Hocevar said the one on the left-hand side was going to show up too. Schloss said, "Eli Jones." Schloss asked if he was being asked if he had seen Mrs. Brown. Schloss said he had seen her from a distance, and she gave him the finger. The Mayor said he had never seen her but had knocked on her door and left his card. Hocevar said maybe it wasn't a finger, maybe it was 'come on in and have a cup of coffee.' Schloss said they had done quite a bit of work on their property. Hocevar said the back yard is a mess. Schloss said that the back yard and the side was a mess and they had dog problems in there still. The Solicitor stated as she understood it, Coyne would reach out to Hocevar or the Police Chief to figure out if the resident was in compliance and if not in compliance then it would go forward. She did not know if September 23rd was another pre-trial, but not an actual trial that would go on that day. She was not sure. Hocevar asked if there was a way for the Village to gain entry to that back gate. He said the Village had cut grass before and charged the residents. The Solicitor asked if this was in the backyard. Hocevar said that the Village had done that too, but now there was situation with a locked gate. The Solicitor said now that it was going to court, she would want to ask Coyne about this. Hocevar said if they could do that, he could get the grass cut and put it on the tax bill, but being a locked gate, he did not want to do that. The Solicitor agreed and said there was a whole complaint process going on in the court so if something were to go on, she had not been found guilty yet. She did not know that she would take those measures and go in and actually go under her gate. Hocevar said he would not do it unless he heard from legal. The Solicitor said she did not know if Coyne would say to go do that while the complaint was going on. Hocevar asked what the outcome of the trial would be, would they put her in jail, or fine her, and still nothing would be done. The Solicitor said usually there was a fine and at least in the townships in the area, there was a fine and jail time. Jail time would almost always be suspended giving them an opportunity, like another 30 days, to completely clean it up. On the 31st day if it was not cleaned up, they report directly to jail. Hocevar added that if she went to jail, the Village still had grass to cut. The Solicitor said this was exactly the issue. The Mayor said 'you' got to feed those dogs too. The Solicitor said that hopefully then they would go to the hearing. Hocevar said he knocked on the window just to listen to the dogs and did not hear any barking. He was trying to get in to talk to her. He did not hear any dogs after the complaint, so he did not know how many dogs there were. Supposedly they had four. The Mayor asked if the court time was known on the 23rd of September. Hocevar responded 10:00 o'clock but thought he might be wrong. The Mayor said he was doing meals on wheels and would be right up there and would like to sit in on it. He asked if it would be 20 minutes. The Solicitor did not know and explained that it might not even go forward if she will comply by the date. Schloss said that the two residents on both sides of that property want the Village to clean up the backyard, and Schloss told them that the Village could not do that. He thought they kept coming back to bug Hocevar, and Schloss told them the Village could not touch the backyard or go into a locked gate. The Solicitor said that she did not think the Village could do this right now unless the Village obtained some sort of warrant. Schloss said the Village had done all it could. The Solicitor added that the judicial process was happening. The Mayor said the Village had done its job. Hocevar said they may hear differently at a Council meeting with the neighbors. They did not think Hocevar was doing anything. Schloss said he knew differently. Hocevar said that Council would be hearing about it. The Mayor said, "he gets his five minutes, thank you very much." The Solicitor said they were supposed to be at the last Council meeting and were not

there. The Mayor said 'he' told the Building Department Secretary he had the wrong date. The Solicitor said she thought that was the lighting people. The Mayor said, yes, apologized and said, "the Joneses." The Solicitor said yes, that this was different and that the committee was talking about the Joneses.

The Mayor said that speaking of complaints, on June 3rd the Kormoses complained about Hank's lights, and asked if there was something formal. He stated that they filled out an actual complaint about the lights that the Village had to do or should have done on that when somebody filed a complaint with the Building Department. Hocevar said there is a complaint form over there. The Mayor said this is what they filled out. Hocevar continued saying that when they came into the office, and then questioned if the Mayor had the complaint. The Mayor asked what the Village was supposed to do. The Solicitor said she thought this had already been addressed. Hocevar said the Village received the formal complaint from the resident about the lights, which was pushed on to Council to come up with something with the light complaint. The Mayor said "okay, we got nothing on it." The Solicitor stated that Hocevar investigated it too, and that the Village was good and had it. The Mayor stated the Village had pictures and everything, and that he wanted to make sure.

The Mayor stated, "Henry Mitchell", and asked if there was a court date for him. The Solicitor apologized and said she did not know. Hocevar said October. She asked if it was filed recently and Hocevar said it was, that the Building Department Secretary looked it up yesterday. He thought it was the 23rd. The Mayor asked if the committee knew if Mitchell had a health issue. Hocevar said he used to see him and he's like Hocevar's best buddy when he sees him on the street. When he would get him on the phone he would start to complain, and his wife was ten times worse. The Mayor said yes, he knew. Hocevar said the Village had a legitimate complaint down there. Matt Brett's wife had been complaining about that house for ten to fifteen years. The Village would send him letters and he would clean a little bit out and move the cars and the Village would think everything was okay. Then he would go back again and there still was the same crap sitting out there for all these years and he had to do something with it. Hocevar said the first thing he was going to come at the Village with was going to be discrimination. The Mayor agreed. Hocevar said he was so glad the Village was taking Brown before Mitchell. Hocevar said that was a good thing. Schloss agreed and said the Village was doing something.

The Mayor asked if the tabled ordinance about the vehicles and all was overdone. He asked if it was ever coming around again, about the corner and RV's. The Solicitor reminded the Mayor that this was not about the RV's, for which there already was a Zoning Ordinance. It would be up to the Building Committee and what they wanted to do. She said that Council had heard from some residents who were not pleased, and that some of it was misinformation but some of it was probably legitimate. The issue was really more along the lines of how enforceable this would be on the people who were the issue. It might not be very enforceable because they would be grandfathered in and then they would have to wait a year until it was discontinued. Then maybe it could be enforced against them. The Solicitor did not know what Porter's feeling were on the topic, and Schloss said he did not know either.

The Mayor said the last one was that a guy who lived across the street from the Mayor caught him last night when the Mayor came home. His basement had flooded twice, and he had

somebody, a plumber, scope all the lines. The Mayor said, "we" ran the dye in his kitchen sink, and it went out and went north like it should. They scoped everything around and it came in, it went all the way around to behind the next street, Waterford. There is a concrete, what's it called at the end of the pipe. Hocevar said, "wingwalls". The Mayor said the concrete was there and the water flowed. He walked it during the rain. It came down and went under the interurban to Bainbridge. The Mayor talked to Karen Endress about it and she said to talk to the homeowner, but it is a Bainbridge homeowner. This area and the flood of 2015, the guy who lived at the bottom of Waterford said the water was six feet deep back there. The Mayor said his neighbor was claiming that when the Village gets these huge rains it backs all the way up hill to his basement. Hocevar said he watched the two cameras go down the pipes and it was perfectly free until it rains but going into Bainbridge there is stuff holding back water, and he asked the Solicitor what the Village should do about it. The Solicitor said she did not know. He continued to say that the guy's basement, there thousands and thousands of dollars' worth of damage. Schloss asked what was blocking it. Hocevar said the Village's drainage system, the Village's easement runs all the way back to Potomac into Bainbridge through the interurban and part of the interurban drainage is blocked. The Solicitor asked, "really?" Hocevar said there was debris all over. The Solicitor asked if the property owner on Potomac could talk to the homeowner in Bainbridge. Hocevar said Bainbridge won't talk. The Solicitor clarified her question. She asked if it was private property Hocevar was talking about in Bainbridge. The Mayor said yes that it was somebody's house. The Solicitor asked if those two could talk to figure it out. She said it sounded like a private issue and asked if there was Village property involved besides private property, and the same with Bainbridge. Schloss asked if the Engineer should take a look at it. The Mayor said that probably was not a bad idea to see what we can do at this point. The Solicitor agreed. Hocevar said the homeowner could possibly put in a check valve. Schloss said he thought this was something Eric should look into.

Schloss said the Bellwood ditch was flowing so nicely in the rain. The Mayor stated he wanted to know why that situation occurred but wanted to finish the Building Committee meeting. He asked if there was anything else. The Solicitor asked if it was the recommendation of the Building Committee to Council to do Board alternates. The Mayor said he did not know without Porter being there. She was just wondering because for the next Council meeting, she was trying to figure out how to do the ordinances. The Mayor asked if the ordinance needed all that "stuff" about voting, three months, etc. Solicitor said not necessarily training, and she did not know whether the Mayor wanted to do three months because the regular members don't do that. The Mayor said they have about two minutes. Hocevar asked who would fight the issue of doing something right. The Solicitor said he might be surprised. Hocevar said he was just saying it was not right. The Solicitor said she couldn't agree more. The Solicitor said she could prepare it. The Mayor said he did not think she needed the trivial stuff that they will receive the Zoning Code Book and they must attend one meeting. The Solicitor said that they did have to finish out the vote. The Mayor said to stay on the issue or however she wanted to call it. He said the issue was the alternate participated in the discussion of the issue and remained on the issue and the person they replaced would sit in the audience until that issue is over. The Solicitor said, "yes, or they don't come."

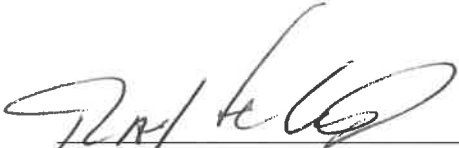
Hocevar said the Mayor would hear at the next Council meeting from the gentleman who asked for the variance, Spohn. Solicitor asked if it was the one that he revised and came back and it

was granted. Hocevar said yes. The Mayor said, "58". The Solicitor asked what was going on. Hocevar said "he" felt like being a resident of the Village, he was treated very poorly by the members of that board. There was a comment made to him that they were going to vote for the issue anyway before the meeting started. The Solicitor said, "no way", that she did not believe it. Hocevar said that this was what he said and that he was going to come before Council and explain that he should be treated a little better as a resident. Hocevar said he was an arrogant guy and a different guy, and he had some background with him too. The Solicitor said she was not at the first meeting because Solicitor Hicks was at the first ZBA meeting. His variance was denied. He was allowed to amend his application, which was kind of a big deal. He returned with his amended application and it was granted. Hocevar said he agreed but wanted to give her a heads up. He said he was coming to Council and was in the office yesterday and said he wanted to come to Council because he felt he should be treated a little bit better. Schloss asked if the man's name was Small and the Solicitor said "Shawn Spohn". The Mayor said "58 West Bel Meadow". Hocevar said he was a cop in Chagrin and went on to the CIA and worked for them for a while. Hocevar said it's like Hank, if you get to this military part of your life you're not going to walk on this guy, so he's up against the wall just like Hank. He fought in a war, he's fighting in undercover crap and it's all coming this way. Hocevar said it is the same scenario, but Shawn was a decent guy you can talk to, and said he wanted to get involved with Council and be at the next meeting. The Mayor asked, "Shawn Spohn?" Hocevar said he had a vehicle that had all kinds of red white and blue stuff on the back and all kind of military stuff. The Mayor asked whether he was the one who came to ask for a variance and basically said 'all my other neighbors put in sheds and they never came to you. I'm coming to you being a legal citizen and you're putting it to me.' Hocevar said some of the sheds looked like they were 50 years old. Hocevar said he was a nice guy and he could deal with him. The Mayor stated, "September 9th."

Schloss stated that Chuck at Fernwood and Bell had the backyard that the Village cleaned out. Schloss said there was so much wood back there and someone made him take the fence down that they put up. The neighbors asked if there was any way possible to allow them just to put that fence back, and they would be so appreciative. Hocevar stated that the letter sent by the Village stated that the fence was put up without a permit, please come into the Building Department to apply for the right permit. It was not three feet off the property line and was a stockade fence, which was not permitted. The Solicitor asked who took it down and Hocevar replied that it was the resident. The Solicitor asked whether he did this without even coming in to try to get the permit? Schloss said the posts were still there, but the adjacent property owner would love to have the fence because in the backyard there are jet skis and all kinds of wood and it was a dump. The Solicitor asked if it was junk, and Schloss said it is junk. Hocevar said that the last time he was there he stopped his car and he (the resident) walked up to the back of the window and went like this. Schloss said like Mrs. Brown and that they were friends. Hocevar said he said to have a nice day. The Mayor said when Chuck was in 8th grade he had a bad teacher. The Solicitor asked if it was the Mayor and he said it was. Schloss said something needed to be done because the neighbors were all up in arms about it. Hocevar asked if he had a right to go walk on his property, should he knock, or how should it be handled because it was hard. He added unless one of the neighbors would give him permission to go on their property. The Solicitor said this would be great if the neighbor gave permission. The Mayor said he

knocked on Chuck's door and he talked to the Mayor. Hocevar said he did not like him. Schloss asked the Mayor to do it again, and the Mayor said he would visit Chuck.

The meeting adjourned at 9:00 a.m.



Ray Schloss, Chairman

Prepared by Leslie Galicki

**Building Committee/Human Resource Joint Committee Meeting
Wednesday, August 28, 2019 5:30 p.m.**

Present: Building Committee - Chairman Schloss, Councilman Porter
HR Committee - Chairman Carroll, Councilman Galicki (arrived 6:25 p.m.)
Mayor William Koons (arrived at 6:45 p.m.)
Fiscal Officer Romanowski

At 5:30 p.m., Schloss called the meeting to order, attendance taken. Porter made a motion to go into Executive Session to conduct Building Department interviews, seconded by Schloss. Roll call: Ayes; Carroll, Porter & Schloss.

Galicki joined Executive Session at 6:25 p.m.

Joint Committee meeting reconvened at 6:45 p.m.

Mayor Koons arrived at 6:45 p.m.

Discussion was held regarding the two candidates interviewed; background, history, etc. While both candidates had history working in government, Candidate #1 (N.G.) stood out. She has 14 years' experience in multiple zoning-related positions, experience in using the same Building/Zoning software SRV uses, an outgoing personality and a great recommendation from a former co-worker.

It was the recommendation of the Building Committee and the HR Committee to the Mayor to hire Candidate #1 (N.G.) for the part-time Administrative Assistant/Board Clerk position for up to \$20/hour with a 6-month probation/review. This is a 25-hour per week position.

The Mayor will interview both candidates on 9/3/19. There will be a Special Council meeting held on 9/4/19 at 6:00 p.m. for the purposes of hiring a part-time Administrative Assistant/Board Clerk contingent upon passing a pre-employment drug test. The hope is that the candidate will accept the job and be able to work out an arrangement with her current employer to work 9/9/19 and 9/10/19 with the current Building Department Administrative Assistant for her last two days of employment with the Village.

At 7:00 p.m., Porter made a motion to adjourn, seconded by Schloss. Voice vote; ayes, all. Motion carried.



Ray Schloss, Chairman Building Committee



Dennis Galicki, Chairman HR Committee

Building Committee/Human Resource Joint Committee Meeting
Wednesday, August 28, 2019 5:30 p.m.

Present: Building Committee - Chairman Schloss, Councilman Porter
HR Committee - Chairman Carroll, Councilman Galicki (arrived 6:25 p.m.)
Mayor William Koons (arrived at 6:45 p.m.)
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At 7:00 p.m., Porter made a motion to adjourn, seconded by Schloss. Voice vote; ayes, all. Motion carried.



Ray Schloss, Chairman Building Committee



Dennis Galicki, Chairman HR Committee

Building Committee Meeting
Monday, September 16, 2019 – 9:00 a.m.

Present: Chairman Schloss, Committee Member Porter, Mayor Koons

The Mayor called the meeting to order at 8:59 a.m.

Mayor opened the meeting and referred to his agenda item about hiring Kris Wilson at \$22.84/hour x 10 hours max to trail Nancy. Kris has offered to come in and asked if it could be the same rate that Nancy is making. Mayor said bringing Kris in as a crutch to help Nancy for up to 10 hours would be a great thing to do. Porter and Schloss said they had no issue with that. Porter inquired if 10 hours was enough. Schloss said Nancy didn't seem to think she would need more than a couple hours.

Mayor said one issue Nancy had was two hours of travel time to come back to work for Zoning Board of Appeals (ZBA) and Planning Commission meetings. Mayor said he doesn't have a problem with that. The Village has always allowed the Board Secretary to do their thing. He said Tomaro used to just submit her hours. That has always worked - it got a little out of hand when one of the six the Village has had in the past four years, Nancy will be the sixth, just worked, worked, worked, worked, but sometimes she just took forever, and that became an issue. This would be new ground for the Village – paying travel time. Mayor said it was one of the keys to get her to take the job. She is not going to be stuck driving from her home in the middle of February at 7 p.m. for a 20-minute zoning meeting. He questioned how she would bill the Village for that. Mayor said if this is what it takes to get Nancy to take the job, it is what he would like to do; Schloss agreed. Porter said he has no problem with two hours of travel time. Mayor said he didn't know if this could be an administrative procedure, or it is something the Village has to take formal action on. He said this issue won't come up at the special meeting, all that is being discussed is to discuss Kris.

Schloss asked how long the board meetings usually were. Mayor replied they could go on for a couple of hours. Porter asked if it is two hours per meeting or how is that going to work. Mayor said he would talk to her. If ABR is at 5:30 p.m., maybe on Tuesdays she should come in at noon and work until the ABR meeting which would probably be over by 6:30 p.m. Mayor said the Village may have to play it by ear and see where we are in a month. Schloss said when he spoke to Nancy, she was concerned that if she got to the Village, the meeting could be cancelled and that was her concern. Mayor said with the ABR, coming back for the second time just to show them the colors, it could take only a few minutes – it could be a waste of her time. Mayor said they will look at this again a month from now.

Mayor said issue #3 on his agenda was that he got a call from Rob Meyer, a builder who lives on Deerfield, regarding 48 Daisy Lane. He ripped ABR and the Village regarding that house and how it was permitted to be built. Mayor told Rob he would get back to him this week. The resident at 48 Daisy does not have an occupancy permit yet and that has been a bone of contention. The Solicitor said not to give him an occupancy permit and the owner said he would just live there without it. Schloss and Porter agreed it was a horrible looking structure. Mayor said at night, the light is shining in the big picture window of the neighbor.

Regarding lighting regulations and the issue Kormos came to Council about, Mayor is going to have Nancy get regulations from other communities on their residential lighting standards. Porter said measuring the intensity of light doesn't seem practical. The Village may want to go to a system where they tell people the maximum wattage they can use as an outdoor lightbulb.

Mayor asked if they are looking for Nancy to eventually become the Zoning Inspector. Porter said she certainly can do it, but there may be a conflict between what she does as the Building Department, ABR, ZBA, PC Secretary and being the Zoning Inspector. That was one of the Solicitor's concern. Porter said he is not sure there is really a conflict there, but the Village did get a bunch of applicants, some of them are even qualified for the Zoning Inspector part-time. Schloss said he would like to see Nancy do it if possible. Mayor said it would be a lot easier; Schloss and Porter agreed. Schloss said she did it in Maple Heights, but she wasn't the full-fledged Zoning Inspector, but she did a lot of that. Mayor said twice a week, maybe an hour at most. Mayor is going to give her a tour of the Village and point out things. Schloss said he has talked to Chief Rizzo about this, and he would be more than happy to volunteer for that. He said he can make time for this, part-time, full-time, whatever. He doesn't know how that flies, but it is a pretty good idea. The Mayor said in Hunting Valley the Police Chief does everything. Mayor said he didn't like the Chief dealing with the rental house garbage. He likes the Police Chief to be a Police Chief. In a year from now he doesn't want somebody to say we are overstaffed at the Police Department if the Chief can spend all this time on other issues. Porter said his concern is more of an enforcement thing. You would have a cop go out there and put a note on the door that the individual is in violation of zoning code. You have the Chief as the Inspector telling the police individuals to go to this house. Mayor said that seemed heavy handed to him. Schloss said the Chief did most of the enforcing when Laura was here. Porter said the cops would deliver the letters that Laura wrote. So, Laura would be doing it as the Building Official, the cops doing it as the enforcement arm. If you combine the two together; the simplest thing is if Nancy can do it. Porter went on to say the Village does have part-time Zoning Inspector applicants who certainly are qualified. Porter said Barry Jacobs is qualified. He actually got his license back and he is the Zoning Inspector in Claridon Township; and there are other applicants as well, he is not the only one. Mayor said he would like to keep it to less employees; Schloss agreed.

Mayor said regarding the Building Inspector, he wanted to know if SRV should keep limping along with Dave. Porter asked what choice the Village has. Mayor said he spoke to the Mayor of Woodmere - they are hopefully hiring a guy for 15 hours per week. They couldn't find anybody out there. Mayor said he wants to find out what they are doing. He would rather just stick with Dave. Mayor said things just have to slow down here once winter comes. Porter said it will, but questioned the long-term plan, Hovevar won't be here forever. Schloss asked the Mayor if he talked to the County; Mayor replied he had. He said they went out there in February. He said the guy asked them why they would want to give up control. Mayor said his thought is to keep control of it. The Mayor said he spoke to Dan Spada who is the new Building Inspector, he switched positions with Mike. Dan said the Village can either keep the certification and the County take over the Building Department or the Village can give up the certification and the County becomes the Village's certified Building Department. Mayor said he doesn't know what that means. Mayor said he would go to the County Administrator who

would go to the County Commissioners and they would approve it – which is probably a one paragraph letter. That is the whole process he was told over the phone.

Porter said if the Village could find a part-time Building Official who could take over for Dave at some point, that is probably what the Village is looking for long term. Hocevar is going to do whatever he does, and he has been very good to the Village and he is staying now, but the Village needs a long-term plan. Hocevar is not a long-term plan. Nothing against Hocevar, but the Village has to be ready for someone to leave. The Village doesn't have a farm system in the Building Department, the Village does in the Police Department. Mayor said long term wise, the Northeast Ohio Mayors and City Managers are going to try to work with the State. They spoke with the State in the springtime, but that is years away. He said Columbus is barely aware of the shortage of Building Inspectors in the State so there is not going to be any legislative relief. Porter said for Electrical Safety Inspector, if you hold a bachelor's degree in electrical engineering, take the State test, you can become an ESI just like that without ever having changed a lightbulb. Perhaps CT Consultants has someone that might be able to fill this type of role. These are all engineers, they are electrical people, mechanical, all of it. Schloss said GPD does Building Official stuff.

Schloss said by the end of October the Village should decide. Schloss said the Village should see what the traffic flow is like over the next couple weeks. Porter said the work slows closer to winter, but then the contractors come in with their deposits for spring work in December and January. Schloss said he was being the devil's advocate and said many people have asked him why the Village has the Building Department, and most of them are builders and most of them do work in Geauga County. They ask him why they have to come to SRV, they go to Chardon all the time. Porter said if the Village goes to the County, no one will have an inspected roof, the County doesn't do that. Porter said when he did his roof 5-6 years ago, the builder didn't pull a permit, so his roof didn't get inspected. Nonetheless, if the Village goes with the County, there will not be roof inspections. Long-term, maybe it isn't a problem, maybe it is. Mayor said he has all the information of what the County does and doesn't do, along with the information on what the Village does and doesn't do. He can print all that out and give it to Ferguson. It will show the hours, money, people, permits, etc. Mayor said money can be a little distorted. If Milko's house comes in, then it is another \$5,000, the Village will have about \$50,000 of income this year, maybe a little more. Porter said Laura left in January. Schloss asked about the other house going to be built on Bell Road. Mayor said he will contact Rob Meyer and let him know the house meets the code. Mayor said he will give the Building Committee members the info he gives to Meyers and Ferguson.

Mayor said he spoke to a resident about septic standards. The Mayor is going to tell him the Village is going to check around with colleagues and find out what they are doing. Mayor thinks he has a leg to stand on that these modern septic systems don't need to be cleaned every two years, but how do you know. The manufacturer will probably say it doesn't. Mayor said as he stated before, when you drive down Morningside or Green Valley, the back of Lake Louise, it stinks. Porter said the Village has a standard that covers all the septic systems, the old and the new. If the Village goes to three years, it will run into trouble with the old systems. Maybe not the new ones, but the old ones will have issues. Mayor will tell Mulchahy the Village is still

gathering information. The Village could turn him into an asset. Porter said pumping the septic is only a couple hundred dollars every two years.

Mayor said Kris did add up the meetings last year, there were a total of 22 meetings, 11 ABR, 4 ZBA and 7 Planning Commission. This year so far there have been 17 meetings, 6 ABR, 6 ZBA, and 5 Planning Commission. The Mayor said now that the ZBA went to meeting the third Wednesday of every month, they have had less meetings. Planning Commission had less meetings this year so far and there is nothing out there he can see on the horizon.

Mayor informed the Committee that George Clemens is coming off the ZBA, so that will be another opening. They had two females and a male, and a third female thinking about either Planning Commission or ZBA. The Mayor told them all there are no meetings this September, but there may be meetings in October. The best bet is to do what he did with Bill Stone and Heidi Baumgart; come to the ZBA meeting and see what it is about. In that case, the Mayor put Stone on ZBA and he's happy. There will be another opening on ZBA and one of the four candidates looked pretty good and would be perfect to go onto the ZBA. Then he will wait to see if the other ones like it.

Schloss asked about the Architectural Board of Review (ABR). Mayor said he believes they are all staggered. Mayor said the latest person to join was Ryan Parsons, he is a Bialosky. The Mayor said he had to put a former member on the ABR for a one-time meeting so she could vote, because he couldn't vote. The other members are Dennis Marino, who is a builder, and the other one is Gary Neola, who is an architect. They get along and it is terrific to see them work. They do get paid a nominal amount. Schloss asked if they are aware of the issue that is going to come up with Bialosky and the home on Daisy Lane. The Mayor said they are very much aware. They have had unpleasant conversations in the ABR meetings with the homeowner. Mayor said it was his belief that Bialosky was all approved.

Schloss asked about Chuck at Fernwood and Bell Road and wanted to know if anybody has talked to him about the junk that he has back there again. The Mayor said he will. Schloss said the neighbors have asked him to please talk to him. Porter inquired about the health of the resident. Schloss said he has seen him walking around, but he hasn't talked to him. The Mayor said the last time he was there they tagged two of his trees. The one tree CEI came by and said they would take it down; they still haven't. He took down the other one and has cleaned up the front a little bit. Schloss said the front is fine, but there are all kinds of stuff in the back. The Mayor said someone should buy him a fence. Schloss said he had a fence and the neighbors said, "just put the fence up." The last time Hocevar was there, he got the "signal" from the neighbor. The Mayor said he is going to go to court on the 27th. He has never been through the court process and he wants to see what it is like.

Mayor said he will have Nancy look into lighting and septic standards. Mayor said he assumed things with Kris will pass at the Special Council meeting at 4:00 p.m., so he was going to call and ask her if this is going to pass, could she come in tomorrow and work with Nancy.

Porter said if the Village is going to move on the Zoning Inspector part-timer, this should be done sooner rather than later. The Mayor asked if they knew who the Zoning Inspector in Newbury is now – the Mayor said it is Lorraine Sevich. Mayor said she was working the Farmers' Market on Saturday. Mayor said to be a Zoning Inspector, you have to be breathing. Porter said there are no requirements other than over the age of 18. Schloss said he would like to push Nancy. Mayor asked what the committee members thoughts were on flexibility with Nancy and her hours. Mayor said if he were Nancy, he would say, "Let me work 40 hours this week and next week and then I would go down to 20." He said the eagerness to get on top of it. Porter said, "You can't do that." The Mayor asked if she would have to be sent out the door on a Wednesday if we had to. Porter said if she worked over 32 hours in a week, she would be entitled to benefits and everything else. The Mayor said he would like to give her flexibility.

At 9:27 a.m. Porter adjourned the meeting. All in favor.



Ray Schloss, Chairman

Prepared by Danielle Romanowski

Bu. Bldg Dept
Meeting Sept 18 2019 ⁰⁹⁰⁰ ~~0800~~ hrs.

Present

Mark Parter
Ray Schloss
Chief Rizzo

- 1) Discussed who should supervise Nancy Cantrio agreed - that Danielle should be her supervisor
- 2) Discussed that we need to interview four applicants for Building zoning official. Danielle has names
- 3) Chief Rizzo offered his services as zoning official in interim.
- 4) Meeting Adjourned 9:15

Ray Schloss - Chair

Building Committee/Human Resource Joint Committee Meeting
Wednesday, September 25, 2019 4:00 p.m.

Present: Building Committee - Chairman Schloss, Councilman Porter
HR Committee - Councilman Galicki (arrived 4:10 pm)
Councilman Carroll (arrived 5:25 pm)
Fiscal Officer Romanowski

At 4:00 p.m. Schloss called the meeting to order, attendance taken. Schloss made a motion to go into Executive Session to conduct Zoning Inspector interviews, seconded by Porter. Roll call: Ayes; Porter and Schloss

Galicki joined Executive Session at approximately 4:10 p.m.

Carroll joined Executive Session at 5:25 p.m.

Joint Committee meeting reconvened at 6:15 p.m.

It was agreed to recommend Jacob and Aspery to the Mayor to do second interviews for the part-time Zoning Inspector position.

At 6:18 p.m., Porter made a motion to adjourn, seconded by Schloss. Voice vote; ayes, all. Motion carried.



Ray Schloss, Chairman Building Committee



Dennis Galicki, Chairman HR Committee

BUILDING DEPARTMENT MEETING 1-21-2020

- Administrative Assistant / Board Secretary Hours
- Monthly Reports (November, December)
- New copier needed
- Change in BZA 250' notices
- Revamping applications for Boards & Building Department
- Fees for Boards – need set application fees, no refundable amounts
- Change in Construction Deposits from \$1,000 to \$500
- Why do Approved Uses for new tenants have to go to Planning Commission?
- Fire Inspector / Yearly business inspections

A handwritten signature in black ink, appearing to read "F. J. Carter". The signature is stylized with a large, looping "F" and a cursive "Carter".

Committee held
Meeting without
Sunshine Notice

Building Committee Meeting
Thursday, February 20, 2020 1:00 p.m.

Present: Chairman Canton, Councilman Berger, Building Department Administrative Assistant Grattino, Fiscal Officer Romanowski, Mayor Koons (by phone), Doug Turrington, Chagrin Valley Times

Chairman Canton called the meeting to order. The Mayor asked when the interviews would be for the Fire Marshall. Canton stated that he spoke to Chief Rizzo today, who asked how the committee wanted to handle it. Canton told him he had a great deal of respect for him and Lieutenant Fabian and questioned whether there was any need for the committee to be involved. He was waiting for Porter to get back to him to determine whether they wanted to be part of the interview process or just let the Chief and Lieutenant make the choice and speak to the candidates after. The Fiscal Officer clarified that he was referring to the Police ad and then there was the Fire Marshall position. Canton corrected himself and said that he was waiting for Carroll to return. He added that the committee had the applications and were reviewing them. Carroll was going to send his recommendations, and Canton and Berger would make theirs. After this, they would probably get together. The Mayor clarified that nothing would be done by the Council meeting on Monday, February 24, 2020. Canton agreed.

The Mayor asked for the status of interviews for Zoning Inspector. Canton said it was the same situation for the Zoning Inspector. The Mayor stated he saw a reference to a Building Inspector on the committee's agenda and asked if the committee was leaning this way. Canton said the committee had not discussed it yet. Berger stated he put it on the list because it was an ongoing concern as to what would be done moving forward on a long-term basis. He did not have any issues to discuss about this matter at the present meeting.

Regarding 98 Fernwood, the Mayor asked Grattino when the Village would be going to court on this matter. Grattino stated that Friday was the cut-off on the letter. She and Hocesvar visited the property February 19th and took pictures. Chief Rizzo was going to help her with the forms, and she anticipated it being done early the next week.

The Mayor asked about Henry Mitchell. He asked if letters were sent to him and if the Village was waiting for him to not respond. Grattino said Hocesvar would have to do a follow-up letter to him. Mayor asked Grattino to look at 151 Lakeview because he had a complaint about an old Volkswagen sitting in the driveway or front yard. He added that this was a familiar location and that there was a long history there.

The Mayor stated that he spoke to Mr. and Mrs. Jones after the Council meeting and they seemed happy. The Mayor asked if there was any further feedback. Grattino said he had called to see if the Village had processed the paperwork, which Grattino confirmed and explained it would be sent out. The Fiscal Officer concurred.

Regarding septic regulations, the Mayor stated a resident with a new \$25,000 septic system objected to having it pumped every two years, which is the Village's standard. The Mayor stated the resident had information, but the Mayor stated the individual was told there would be no

changes to accommodate him or new septic regulations. The Mayor thought the individual had a point and stated that other communities had different standards. He stated that he was trying to preclude the individual from coming to a Council meeting. What he was thinking about was at the first Council meeting in April, the Village would hold a public Building Committee meeting at 6:00 p.m. to talk about septic standards. The Mayor asked the committee to consider this. He added that it would need to go in the newsletter. The Mayor thought there may be other residents with this issue, but he would rather hear from the individual at a Building Committee meeting than at a Council meeting.

Regarding the septic issue, Canton asked if consideration had been given to making a comment that if a system were five years or older, then cleaning would be required every two years. The Mayor asked Grattino what the standards were in Broadview, and she said it was Cuyahoga County and septic pumping was required every three to five years. The Mayor said the resident sat next to him at the Lake Louise Homeowners Association meeting, and he was not antagonistic. The Mayor had a long history with him. The Mayor has reminded the resident that down the street from the resident's house with the beautiful septic system is stench in the road. He speculated that someone else needed a new septic system. The Mayor asked the committee to think about it, but not to make any decisions. Berger asked if there was a standard for Geauga County. The Mayor said he would imagine that was the Village's standard, and asked Grattino if she knew whether the Village was on local standards. Grattino said she did not know how the County worked but added that when the Village required a resident to pump their system, the verification was sent to Geauga County. She offered to follow up on this. The Mayor asked her to find out if two years was the County's standard or South Russell's. Berger suggested that if two years was the county's standard, it would be difficult for the Village to have a different standard. The Fiscal Officer stated that she lives in Auburn Township and did not have to send anything to the county, but perhaps the septic cleaner did. Canton said that his understanding was that the county was very tough. Berger suggested the committee find out what the Geauga County standard was and if there was a requirement to report when pumping was done.

The Mayor stated he was trying to create seven binders for the seven committees so that new committee members were able to know what had been done. The binders would include job descriptions, like Grattino's job description and Hocevar's contract; minutes of the last two years' meetings; budgets for the last two years; and any forms that they basically handle. He wanted to first try this with the Building Committee. He thought this would be good for communication because it seemed like not a lot was getting done with the committees. Berger said there was a lot of soft information that did not transfer with the committee changes. He felt a handbook was a great idea. The Mayor said that the Building Committee would be first to get the binder. He added that there had been three or four Council meetings with no reports from some of the committees.

The Mayor asked Grattino what she was doing for lunch, and she explained that she eats while she is working. He asked her when she was hired, and she stated in September. The Mayor asked if she got her 25 hours in that week. She acknowledged that she had. He asked if anything came up Tuesday night at ABR, specifically the strip mall. Grattino said this was approved, and the Board gave some small suggestions to include choosing colors. Everything was approved for the facade renovation.

The Mayor asked about the diner, and Grattino said this would be addressed at the next Planning Commission meeting.

The Mayor said that if something had not been done in two years, like the dentist office, they would have to come to Planning Commission (PC) to say how the building would be used. The dentist office, for example, would be used as an art studio, and the owner was required to come to PC. The diner was in the space formerly occupied by the optometrist, which was why the owners were required to appear before PC. He stated Grattino could better explain this. Grattino explained that if something was zoned to go into a building, there was a question as to why they would have to go to PC. There was a complaint because the process held up the tenants with the scheduled PC meetings and required paperwork. This delayed renovations. The Fiscal Officer asked if it was dependent on a two-year period, or would it pertain to an immediate transition of one business to another. Grattino said such a business would not be required. Grattino said that any business with a different use than what was previously in the building would have to go to PC. She explained that there was a question why a new business would have to spend the money to attend a meeting when it was already zoned commercial or retail? The delays cost the prospective tenants money.

The Mayor stated that he had been in contact with Northfield Village, which hired out their Fire Marshall to a local fire department. He was researching why some people had a Fire Marshall and why some people had some Fire Marshall services as a part of their contract. He asked Canton for his experience, and Canton stated everywhere he had lived had its own fire department. There was a question of what Burton had for Fire services. The Mayor stated that what he was finding was everybody who hired a fire department seemed to hire them also as their Fire Marshall. He was checking with Northfield since it was far away, and it would be nice to have a different point of view with a different county.

Canton addressed the committee's next meeting. He said he wanted to have the meetings on the first Thursday of the month to coordinate with the Safety Committee meetings. Canton suggested meeting at 8:00 a.m. He asked if there was a need to meet March 5, or to wait until April 2. Grattino suggested waiting until April 2. Canton stated that initially they would meet at the Building Department and then walk over to Village Hall.

Regarding changes to staff and department head, Canton asked what the committee could do to help. Berger said he started every agenda asking why he was there and what could he do to help. Grattino suggested putting an addition on the Building Department because it was very crowded. Canton said he understood there had been talk about this and restructuring the Service Department, but that the ideas were on hold. The Fiscal Officer suggested discussing it at the end of the year when the budget was being discussed. Canton said he could see the value of having everyone together. He asked if Village Hall would work better, and the Fiscal Officer addressed the stairs as being problematic. She thought there were benefits to being together at the Building Department and added that it was more convenient for everyone. Canton said he felt it was important that before making changes, the people who would be working in the area should be counselled. They should counsel the people who want to make the changes. Grattino said she felt she was surrounded by files and files and said Hocesvar had to stand. She saw the need for more work area. The Fiscal Officer added that it was good to be together, but she no

longer had her own office. She added that everyone had to give up something, but it was working better. Berger asked that as she gathered ideas to bring them to the committee so that it could be brought to Council. Berger added that the Street Commissioner expressed a need for more storage space and said that by doing this might open up more administrative space. He encouraged communication.

Canton stated that prior to the end of the year, there had been movement to modify or do away with the Building Department. Speaking for himself and Berger, Canton stated they would like to see it stay and expand and go back to the way it was. Berger said he agreed and said local control was important for the Village; to have standards the Village wanted and not to live with the standards and limitations of the county. With that in mind, Berger asked what would be necessary to make the department function the way "we" want it to function. He explained that "we" was not the Council or Mayor, but the Village as a whole doing the job that the residents want them to do. A physical facility and people in place to make it happen are necessary and are what the committee is trying to accomplish. Canton stated he did not personally know how much acreage was available to build homes. He agreed it was not much. He stated, however, that there was no question in his mind that there was remodeling. Grattino agreed. Canton said he believed in the next 10 years the Village would be seeing some major renovations and there would be a need for a Building Department to check it out. Grattino expressed a need for five or six extra hours and said she was a few sets of minutes behind. She said it was constant all day and she was busy from the time she got in until she left. Canton said it seemed Council was very sensitive with the hours, but he had to believe that if Council was shown that there was a need, that it would be possible to get the hours. Grattino explained the difficulty with one person doing all of the department things, where formerly the Board Secretary things were done separately. She thought it was good for one person to do both because she had the insight of all the permits and things that go with it. When the Mayor was letting her have extra hours to do the minutes, this was how she was using the extra hours. Berger asked to address the matter with Council. Grattino said it was a little slower than it would be a month from now. When the weather improved, it would be busy with home improvements. Canton stated no one worked eight straight hours and explained that there was an ebb and a flow, which was part of business.

Berger stated that there was previous discussion about reducing the construction deposits from \$1,000 to \$500. Grattino spoke to Hocesvar about it, and he wanted to make sure it was specified that it was just for roofs, siding, and window permits, but not for additions or new homes. Berger asked if an ordinance would be required to make this change and asked about adding it to the agenda for the February 24th Council meeting. Grattino said it was a struggle for some residents to make this deposit. Berger asked for clarification for justification for reducing the deposit from \$1,000 to \$500. Grattino explained that the Village has never kept a deposit for work not done. The Fiscal Officer asked if deposits were done in Broadview Heights, and Grattino said not for siding or roofs. She explained there were different fees that were kept. The Fiscal Officer explained that the Village takes a deposit that Grattino puts through the system, the Fiscal Officer then logs it and the Fiscal Auditor takes it to the bank. When it is complete, the funds are returned after Grattino logs them, the Fiscal Officer cuts a check, etc. She pointed out that it is a lot of work. Grattino stated that a roof, siding, or window permit would be \$100 flat fee plus the deposit where other communities might charge 1% of the cost value. If the Village changed its policy, it would be making more. The Fiscal Officer added that Hocesvar was

paid \$75 to inspect it. Grattino stated that some of the Village's fees were good, but some were very low. She stated that residents must pay \$250 to appear before PC, \$150 of which they get back. She questioned why this money was being taken. Berger asked if Grattino was suggesting that a deposit no longer be taken. Grattino clarified that it was necessary to take deposits for permits, but not for the meetings. She said the fees needed to be increased for the Boards, and have it be a flat fee. The Fiscal Officer stated that nothing was being taken out of the deposits, and if the Solicitor or the Engineer was involved, there would be expense. Grattino offered to make some inquiries about what other municipalities were charging.

Canton asked if the purpose of the deposit was to cover the labor involved in preparing for the meetings. Grattino provided an example of the work involved with the Zoning Board of Appeals application, and cited the expense involved in mailings and legal ads alone, which exceeded the fee charged to the resident. She said the Village was losing money for every applicant who appeared before the BZA. The Fiscal Officer explained that the Village could take the money out of the fee instead of returning it, and Grattino explained that it had never been done like that. She felt a flat fee would be better. Berger said a proposed schedule of changes was needed. Rather than doing it piecemeal, he felt presenting a comprehensive list would be better and suggested having Hocevar review it. He added that Board personnel should also sign off in agreement and it should be then reviewed by the Solicitor before the matter was taken to Council because he suspected Council would question why changes were being made.

Grattino clarified that the committee wanted her to make inquiries. Berger advised that she should not wait for the next committee meeting but forward it to the committee for review. He explained that with this approach, he would hope to simplify Grattino's job and recoup losses of the Building Department, which had been an issue in the past.

Berger asked if there was a budget for the Building Department. The Fiscal Officer stated there was, and Berger asked how much of her time was billed to the Building Department. She stated that none because it is charged to the General Fund. Berger indicated it was important to discuss all the costs involved with the Building Department. He did not know how in depth the discussion needed to be but said there had been an argument made previously in Council that the Building Department costed money. Berger said he was not looking for the Building Department to be a revenue center because that was not its purpose, but if there were costs, Council should recognize them and be able to explain them as a value added to the community.

Canton asked how long the three employees had been together in the Building Department spaces, and the Fiscal Officer explained it had been a month. He asked if they found that if one of the three was overworked, would the other two help. The Fiscal Officer stated that this was the plan. She stated that cross training had begun with Galicki (the Administrative Assistant) working with Grattino trying to understand the permit process and trying to get familiarized with the software. Galicki would be going for a full day of software training, and then Grattino would be going March 12th for the advanced level training with the software. The idea was that if Grattino was not available, someone could help in the department. The Fiscal Officer stated that this was based on the work that each individual had of their own in addition to cross training. Grattino would eventually learn Galicki's responsibilities. Canton reiterated the benefits to cross-training. Grattino stated that although Galicki would learn the process, there would be

things that Grattino knew though years of experience that Galicki would not know. Grattino explained that she, too, still had to ask questions about her job. Berger explained that although Galicki nor the Fiscal Officer would ever be experts in the Building Department, that was not the intention. The intention would be in the case of an absence of Grattino, Galicki or the Fiscal Officer could handle some of the more straightforward processes and the complicated matters could be deferred until Grattino returned. Berger stated what was necessary was to figure the situation out and move forward. He did not plan to be having this discussion in six months.

Berger asked Grattino what the problem had been. Grattino said that it was in the ordinances that if work had been started or done without a permit, a double fee was to be charged. The Fiscal Officer clarified that this was what was in the Codified Ordinances, but not what had been implemented or enforced. Grattino said people started work all the time without permits. She illustrated the problem and explained that she would not issue a permit until all contractors on a particular job were registered and all permit applications (HVAC, plumbing, and electric) were submitted. She was finding when scheduling final inspections that permits were missing. She clarified that the Codified Ordinances required contractors to be registered to pull a permit. To be fair to contractors who had not been subject to enforcement of the rules, she was keeping a list of contractors who had received notice and if there was a repeat offense, they would be charged double fees, which was also in the ordinances. Grattino explained that there were exceptions like water heaters, which were an emergency. Berger endorsed following the rules. However, he was asked by a contractor why every person who worked for the contractor had to be registered. Grattino stated that the contractor's subcontractors must be registered. If it was a true employee, that person did not have to be registered. If it was a subcontractor, the Village would have that company's bond in the event there was a problem with the work. The Fiscal Officer explained that with each registration, the contractor provided the bond, insurance, worker's comp, etc.

Canton stated the next meeting would be April 2, 2020, at 8:00 a.m. He adjourned the meeting at 1:55 p.m.



Gerald Canton, Chairman

Prepared by Leslie Galicki

Building Committee Meeting
Thursday, April 2, 2020 8:00 a.m.

Present: Chairman Canton, Councilman Berger, Fiscal Officer Romanowski, Building Inspector Hocesvar, Building Department Administrative Assistant Grattino

Canton called the meeting to order at 8:00 a.m. and advised that Building Department Administrative Assistant Grattino would arrive shortly. Canton stated he would divide the meeting into three parts; an Executive Session with the Fiscal Officer, the regularly scheduled meeting, and then Executive Session with Grattino and Hocesvar. Canton made a motion to go into Executive Session at 8:03 a.m. to discuss employee and work environment, seconded by Berger. Voice vote – ayes, all. Motion carried.

The committee came out of Executive Session at 8:27 a.m. The Committee resumed the regular meeting at 8:30 a.m. Canton asked how things were going in the Building Department and asked how the committee could help the department. Hocesvar stated that a couple of years ago the Village hired a company to evaluate the Building Department. Berger asked the name of the company, and the Fiscal Officer stated it was Clemans Nelson. Hocesvar stated they spent about 10 minutes talking to him about what should be done with the Building Department and then they came up with some type of evaluations assuming that it could be a part-time department. The Clemans Nelson representative asked Hocesvar what his thoughts were with a part-time department, he said maybe the Building Department, but not the secretary and the zoning. These were full-time jobs. This was the last communication he had. After 25 years, no one came up to him to ask what should be done with the Building Department and if hours could be cut or if hours for the secretary could be cut. No one asked him. Hocesvar stated it would not work as a part-time job; it wasn't going to happen. In the past, he had always answered to the Mayor and the committee, which worked out great. There was enough going on in the Building Department with zoning. Hocesvar stated that zoning is very complex in the Village. There are five zoning books. Berger asked why there were so many, and Hocesvar stated that with the Village's ordinances, people were grandfathered. There are five to six zoning districts, which had their own zoning with different setbacks. Hocesvar said it would take a while for the average person on the street to learn. He added that Grattino grasped it very well and had experience with zoning with different cities. Canton asked if Hocesvar was in agreement that the Village did not have the acreage to build new homes unless older houses were torn down, but that there was a lot of remodeling going on. Hocesvar agreed that there was a lot. He stated that on the east side there was a lot of undeveloped land off of Bell Rd. Hocesvar stated he had received a few calls already on developing that property, whether it involved splitting it in three to five lots. At one time there was going to be a development put in there. Part of the section is under conservancy. He added that the Conservation District has its own zoning.

Canton stated historically, Hocesvar was the full-time Building Inspector. Hocesvar stated he did this for 25 years. Canton verified that Hocesvar was now a contractor who serves other communities. Hocesvar stated he is a contractor for Pepper Pike, Moreland Hills, Hunting Valley, Chagrin Falls, and the City of Streetsboro. Canton asked if Council were to develop a part-time Inspector that would work for the Village, would this be a conflict of interest with the other communities with which he works. Hocesvar did not know if it would be a conflict with the

communities, but it might be a conflict with his retirement under OPERS. This was the reason he formed his own company. Canton stated there were public employees who do retire and rehire. Hocevar stated he had the opportunity and chose not to do so because of other obligations.

Berger asked Grattino about the State report she did with former Building Inspector Heilman. Grattino said she could not have done it without Heilman. Berger asked if she could do it without Heilman the next time around, and Grattino said she might need to call her for a few things on it. She felt most likely she could do it as Heilman did it. Grattino stated Hocevar keeps the department together because all the State Licenses are under Hocevar. The State report shows Hocevar and then Heilman is the back-up on it with a couple of county people on as well. She relayed there are different back-ups on the report. Heilman explained how to do it, and she has her documentation. Berger asked if she could do 80% of it, and Grattino said yes. Berger clarified that the Village relies on Hocevar's certification to comply with the State, and Grattino said yes. Hocevar stated that Heilman had been in contact with the Building Department on numerous occasions to help and she generously helps Grattino and helped the former Building Department Administrative Assistant. He said it was part of her dedication to teamwork and she wanted to see the department succeed. Grattino reminded the committee that she only had 10 hours of training, two hours for five days, and with phones ringing and other things happening, probably in those two hours of training she maybe got an hour. Berger indicated he was not challenging Grattino but trying to ascertain the direction of the Building Department. Grattino explained this was the reason she would call Heilman, and further explained that she had a lot of experience, but these were reports she did not do at her old job. Many things she figured out on her own. Berger asked if going forward there were any reports of this nature that would need to be done. He clarified that this was the one big annual report. The Fiscal Officer stated that there was also the Stormwater report that the Building Department had to assist with. Grattino said Heilman had come in a few months ago to show her how to do the monthly reports.

Berger asked for the status of 98 Fernwood, and Hocevar said a court date was set. Grattino added it was set for Monday 4/6. Berger asked if it would be going forward with the COVID-19 issue, and Grattino said she was not sure. Berger asked if this was in Geauga County, and Grattino said it was. Berger asked if this meant the resident was not cooperating and Hocevar confirmed that was the case. Grattino stated that the Mayor asked her about the court case and said that some work had been happening. It would be necessary to drive by and take pictures before the court date. Berger indicated his concern about when this would occur because the court date was scheduled for Monday and it was already Thursday and the Building Department Secretary does not work on Friday. Berger asked if this pictures would be taken that afternoon, and Hocevar said this was a thought and said if they drive by, Grattino could take the pictures. Usually, the prosecutor would call and ask about the progress, and Hocevar would give him an update to determine whether or not the case should go forward. Hocevar stated that a lot of things had fallen apart in the Village as far as zoning. He said it was time consuming, and used the example of high grass, painting, Fernwood, etc.

Berger stated that after the meeting, the Fiscal Officer, Hocevar, and Grattino would coordinate calling Dennis Coyne to find out if the court case would be going forward. If it is, the documentation needed to be prepared. Hocevar said he would let the committee know, and

Berger stated he should let the Fiscal Officer know and allow her to pass it along. Berger asked if there were any other property issues in the Village with maintenance issues. Hocevar said there were quite a few and many that fell through the cracks the previous year. Grattino agreed and said it was before she started with the Village. Berger asked if there was a list. Hocevar said the majority were high grass complaints, which the Village had the opportunity hire a company to cut the grass and put it on the residents' tax bills. Hocevar said the department kept up with this until the end of the year last year when the grass started needing to be cut. Berger asked how many houses were involved, and Hocevar stated 10-15. The Fiscal Officer stated that there were not that many that were put on property tax bills. Hocevar agreed and said there were not that many because they were sent letters. Berger surmised that if these residents required reminders last year, they would probably need to be reminded this year. Grattino said that in her experience, the end of March and beginning of April would be peak time for people coming in for roofing permits, driveways, patios, etc. and once the grass started growing, those complaints would be made.

Berger asked what the level of activity had been with the COVID-19. Grattino said that it was more than she expected and depended on the day. She had received phone calls and emails for permit applications. She reviewed procedures being used for exchanging documentation with residents. Grattino said the activity varied day to day. Berger asked what the level of activity was compared to January. Grattino said March had \$3,900 in permits, which did not include the zoning permits that had no State fee. February was roughly \$2,400, according to Grattino. Berger concluded that March was 50% busier than February by dollar volume. Grattino stated that most of the Village's permits were \$100. The Fiscal Officer acknowledged there were more in permits and asked if there were any of the board meetings in March. Grattino said there was a Planning Commission meeting and an ARB meeting. The Fiscal Officer said this counts for work, too. Hocevar stated that patios and decks were not involved in the meetings unless they were large with coverings. He added that the department had quite a few patios and decks recently. Grattino agreed and said that in the last couple of days she had received a few as well as sheds and with a lot of them, she would tell the residents that the department needed to look at them because some sheds had to be reviewed by ARB, but some would not. She said it depended on the size of it and other variables. They were required to give her the paperwork with the zoning application. She looked it over and then had Hocevar review it with the codes. She then had Hocevar approve it, or he would decide if it needed to go to ARB. If it had to go to ARB, she said she would then have to call the residents who would have to bring her the paperwork needed for ARB.

Hocevar stated that there were houses that would soon be built in the Paw Paw Lake neighborhood, on Bell Rd., and Hazlewood Dr. Grattino stated that some of the phone calls she received were quick and some involved research. This week she had received six to seven calls about flooding. She said that because the Street Commissioner was not in the office, she was taking messages for him and researching sewer and storm line issues. Hocevar stated he received a phone call at home Saturday night about basements flooding in the Manor Brook neighborhood. Berger acknowledged the issue and explained it involved the pond with the beavers. Canton observed that it was interesting that there was a storm and residents had flooding but on Chillicothe Rd. across from Manor Brook where it usually turned into a lake, there was nothing. The Fiscal Officer suggested that perhaps it was because of the mowing that

occurred. Hocevar stated he thought this issue was going to be further explored because he owns a house in this area, and it was totally underwater in the backyards because there was no place to discharge. He acknowledged that cleaning out the ditch was very helpful, but it would be necessary for the Village to go onto private property and order the residents to clean out the ditches. He said the Village had the right to do this. He thought the Village was going to move in this direction. Berger stated that the Village was by doing the Manor Brook project. Hocevar said this was what he meant.

Berger asked if the septic tank project could be done. Canton stated that the man doing the work would continue to do the work. Berger advised that regarding the inspection and cleaning of septic systems, he understood there was an issue. Berger asked how often residents were required to have the septic inspected, and Grattino stated every two years. She stated there was one resident who went to the Mayor and wanted his fee waived as well as the two-year requirement because he had a new septic system. Berger asked if the Village had any leeway in this regard, and Hocevar stated he had spoke to many septic contractors in the field because he inspects the systems, and there were various opinions on how often pumping was needed. He stated that the EPA was going to mandate sewers in the Village, so the Geauga County Board of Health and the Village developed an ordinance to preclude this from being necessary. Grattino stated the letters are automatically generated by the computer on Thursdays and she sends them out for the residents who are required to do septic cleaning. She currently had six on the list. She said she works with the residents if there are extenuating circumstances. Grattino said the septic issue is new to her in the Village but said there had only been one person who had objected in six months. The Fiscal Officer stated that this issue had been discussed by the committee the previous year, and the minutes had been provided to the committee. Berger clarified that he would report back to the Mayor that the committee reviewed the ordinance which stated that the pumping must be done every two years, which agreed with the county's recommendations. Although it was a burden to one homeowner, it would stand. The Fiscal Officer reiterated that this same issue had been addressed by Council last year, and that in one discussion a Council member pointed out that if the resident was paying for sewers, he would be paying more than \$200 in a year.

Canton said that he had suggested that for people with septic systems between zero and two years old, they could go an extra year without having it cleaned, but everyone else had to have it cleaned every two years. The Fiscal Officer stated that software wise, it would make it administratively difficult to track. Canton agreed that the ordinance could be kept as is. Berger stated that the committee owed the homeowner and the Mayor an answer which would be that following the county recommendation and the ordinance, it was every two years the pumping was required and there were no exceptions for the fact that it was brand new. The Committee discussed the cost of pumping and the prices of being tied into a sewer system and ultimately monthly sewer charges.

Berger addressed the handbook given to the committee and verified that the Fiscal Officer was working on one for the department as well. Berger stated that the committee would continue to track time and determine what the hours were going to be. Berger stated that the committee wanted to work to make the Building Department function and work better. COVID-19 had stopped the committee's efforts. Berger asked Hocevar if the Mayor had called him to discuss

masks, inspections, and personal protective equipment. Hocevar stated he had a mask in his pocket if he needed to wear it. 95% of the houses he inspected were empty. He advised that Building Departments were asking residents to leave. However, Hocevar stated that if there were an 80-year-old couple and a tree had fallen on their house, he would go in the house. He stated he is very cautious of where he goes and to whom he talks. Hocevar said that the contractors are all well aware of this, and they leave the house and stay a good distance away from him. All the inside inspections are on hold right now for trivial projects, according to Hocevar. Grattino agreed and said only unoccupied spaces were being scheduled, which included exterior and outside projects and unoccupied additions. No water tanks, furnaces, remodels, etc. were being inspected. Berger stated that as a committee, the number one priority should always be Hocevar's safety. He added that there is also liability involved when Hocevar walks into a house without knowing where he has been and what he could be carrying. When going into the home of an 80-year-old couple, the committee would not want Hocevar giving them anything where they could come back to the Village and attribute it to Hocevar's presence in their home. Safety is the committee's number one priority. Hocevar stated he had everything he needed as far as safety equipment. Berger added that the Police Chief had masks and things like that, so if Hocevar needed these things, he should tell the committee. Grattino stated that she has called Harry from the Chagrin Falls Building Department weekly to see what changes had been implemented with that department. She also spoke to other Building Departments, and everyone was doing the same thing being safe. According to Grattino, her main priority was to keep Hocevar safe, which kept her safe.

Berger relayed that the Fiscal Officer explained the statutory requirement with regard to depositing checks. He was aware this was in conflict with the way Grattino had been processing the checks as far as holding them. Berger asked how there could be a compromise. Through her experience at her previous place of employment, through contact with other Building Departments to include Chagrin Falls and Laura Heilman with South Euclid, Grattino stated that holding a check for a week or two happens. She explained the process in that a contractor would come into the Building Department and apply for a permit. The contractor's businesses might be close to the Village or far away. Regardless, Grattino explained that the contractors do not want to keep coming back to the Building Department two or three times. Instead, she would tell them what the fee would be, and they would leave her the check. Once Hocevar would approve the project, she would then process the check. Especially now with COVID-19, she did not want the contractors coming back many times. The Fiscal Officer explained that there is a statutory requirement that states checks must be deposited at the bank within 24 hours. Berger asked what would happen if Hocevar was not available for a couple of days. The Fiscal Officer verified that the process would be that when a general contractor would come in to fill out paperwork, Grattino would not process the paperwork until all the subcontractors were registered. Grattino stated at that point she would not know what the permit fee would be. She added that all the subcontractors must be registered, and there are times when separate permits are required and applications for those permits must be done. She noticed that for the past year, things had slipped through, like an electrical permit had not been pulled. She further explained that with one house with electric, plumbing, and HAC work, the contractors were not registered, and the permits were not pulled. She advised Hocevar knew to whom she referred. The Fiscal Officer asked if in the meantime, Grattino was holding all the checks, and Grattino stated she did not always have them all. However, she would wait until everyone had submitted all paperwork.

What she tried to do was have them at least send by email the application so that they were registered. She said that if she did it the way it had been done in the past, with one person and 25 hours a week, she would not have time. She stated she would have to make a list and said there was no way to pull it up in the computer. There was nothing that could be done to figure out what would be needed. The Fiscal Officer explained that perhaps she did not understand the software well enough but questioned that all the information went into the computer by address. She called some Building Departments as well and was told that no Finance Director would ever allow checks to be held. She explained that she would be personally liable for the money. Instead, the process would be that the general contractor would be given his permit. She asked the Building Department staff how they control everyone getting registered and getting paperwork in, and she was told this was done by withholding inspections until all the paperwork had been received. Grattino said this would mean that, for example, there might be 10 contractors/subcontractors for one job whom she would be giving a permit. She explained that there was not enough room in the program to list them on the permit in the computer. They are only listed on paper. This would mean that each time, she would have to go pull out the paperwork and go through the list. She would then have to go back in the computer and waste more time and go through ten contractors to see if they are registered. If they weren't registered, she would have to call them and then wait for their paperwork to be brought in. She would have to tell the resident that the inspection could not be done because the Building Department was still waiting on three contractors. Grattino said that these contractors might say that since they weren't doing work yet on the project, they would not worry about registering. They would be holding up everything, and she would be playing babysitter with the contractors. She added that she did not have enough time as it is to do everything. With one person, there was no possible way to track all of this.

Berger asked how it was done in the past, and Hocesvar said it was just like they were currently doing it. Berger asked whether the checks had been held with Heilman and the former Building Department Administrative Assistant, and Hocesvar added that it was also done by Dixie 30 years ago. Grattino explained another scenario where a contractor might come in to register, bringing her all his paperwork and check. While looking through the paperwork, she might find that he was missing his bond or the bond had not been signed. She said she would not be able to register the contractor without all of the paperwork, and she said it might take a few days to get, so she would hold everything instead of making the contractor come back. Berger asked if the Fiscal Officer was bonded, and the Fiscal Officer confirmed she was for \$50,000. He asked the Building Department Secretary if she is bonded, and she said she was. Grattino stated she did not hold cash, only checks. Canton asked if the Fiscal Officer knew when the statute was written and why, and the Fiscal Officer stated she was in the process of finding it and had spoken to the County Auditor. Canton asked if it was new, and the Fiscal Officer said it had been in place. However, she had not been aware that there was an issue with the checks being held by the Building Department. Canton asked if there was such a thing as the 'spirit of the law.' Berger stated the statute is firm. Berger stated that there was a firm rule that the department does not hold cash, and Grattino agreed. Berger asked if there were contractors that pay in cash, and Grattino said very few. He asked what the maximum value of checks would be that she would hold at one time. Grattino said it would depend on the project but could be \$1,100. She further explained that although it might look like she was holding checks, it might be because the check was backdated by the contractor's office. The Fiscal Officer asked typically how long would

Grattino hold checks, and Grattino stated usually not longer than a week. She clarified that the Building Department might have the paperwork for a month before the contractor did anything. Berger clarified that he was not making accusations, rather just asking questions. He asked if the checks sitting in her drawer were endorsed. Grattino stated no, and the Fiscal Officer stated that she stamps them. Berger asked if there were situations where a contractor gave her a check and then would come back three days later and to ask for the check back because the project had been cancelled. Grattino said this had not happened. She explained that after a permit is issued, sometimes it might happen 30 to 60 days later, but there are no refunds over \$100. Berger asked if the check could simply be photocopied and the copy placed with the paperwork, allowing for the check to then be processed. Grattino said that when she entered her paperwork into the computer would not match the Fiscal Officer's, especially if it spanned two different months. Berger said that from a process standpoint, the process made sense. The Fiscal Officer questioned whose liability it would be and explained that it was her liability once she has been given the checks. Canton said that since there was a past practice of holding the checks, what motivated Council to pass the statute. The Fiscal Officer explained that it was not Council but State law. Berger suggested the possibility of having a safe where the checks could be kept until everything was done and the checks could be turned over to the Fiscal Officer. Grattino asked if she would be able to have a safe in the Building Department that was big enough to fit the paperwork as well because sometimes it might be the homeowner paying or the contractor paying. Berger asked again about the compromise of a safe, and Canton suggested talking to the Solicitor about the matter. The Fiscal Officer said the Solicitor believed the checks should be deposited. The Fiscal Officer stated she understood the committee was trying to address the practicality of the issue. Berger said he did not like the idea of the checks being locked in a desk. Grattino said that the only reason she did this was because since the Fiscal Officer and her Administrative Assistant moved into the Building Department spaces, multiple people have keys to the office and it was free game. Berger stated that a locked safe would be a better solution, and the Fiscal Officer stated she was in the process of obtaining a safe. Berger stated that both the Fiscal Officer and Grattino would have access, but he was unsure of the implication of having a safe on the Village campus. He asked if this would compromise work. Grattino stated that as long as she had access to it, she would have no problem with it.

Hocevar said that the Building Department was currently overcrowded and there was no room to move. He said he had no place to talk privately to residents when they come in. He can't have a phone conversation standing at the counter about private issues the resident might be having. He had no place to work. Hocevar said they ought to get some communication and have Council move on getting a Fire Inspector who should work with the Building Department. He said there was so much in the Village that was falling through the cracks in the last two years. He said he would be sharing responsibilities with the Fire Inspector and added that the Village did not even know what businesses were in the Village anymore. Hocevar said they were coming in left and right. He said there was no room to work and the Fire Inspector ought to work out of the Building Department office with his file cabinets and work as they used to hand in hand. They knew every business in the Village and if they did any remodeling. He did not think anyone had been in the Cleveland Clinic once in four or five years, and he was told there was nothing going on there. Hocevar said it was the same on East Washington Street where people would come in and say they had been in business for three years and would be asking why they needed an occupancy permit.

Berger stated that right before the COVID-19 hit, the committee had interviews scheduled for a Fire Marshall, and Sean Davis had been hired on an emergency basis. Davis was also a candidate for the job. The Zoning Inspector was also on the schedule. COVID-19 shut the process down. These are priorities for the committee. The committee had also discussed space in the Building Department and possible solutions. It had been pushed down the list because of the other issues going on. Berger clarified that this pertained whether Hocesvar was the Inspector or someone else.

Canton made a motion to go into Executive Session at 9:23 a.m. for employment of a public employee and work environment, seconded by Berger. Ayes, all. Motion carried.

The committee left executive session at 9:56 a.m. and adjourned.

A handwritten signature in dark ink, appearing to read "Gerald Canton", is written over a horizontal line. Below the line, the text "Gerald Canton, Chairman" is printed in a standard serif font.

Gerald Canton, Chairman

Prepared by Leslie Galicki

**Building Committee Meeting
Virtual Meeting via Zoom
Thursday, May 7, 2020 – 8:00 a.m.**

Present: Chairman Canton, Councilman Berger, Building Department Administrative Assistant Grattino, Fiscal Officer Romanowski, Collin Cunningham, Chagrin Valley Times; Ray

Chairman Canton called the meeting to order at 8:00 a.m. The meeting was held over the video conference service, Zoom.

Canton reported that he contacted the septic installers Klarich in Newbury, and DeGreen in Painesville. Both companies told him the cleaning schedule depends on the age of house, age of the septic system, what type of septic system it is, the company that made the system, and how many people lived in the house. Canton stated he also contacted the Geauga County Department of Health who supports the Village's two-year cleaning ordinance and thought it was good. He said everything is leaning towards two years.

Canton asked about the Building Department software that deals with the septic cleaning. Building Department Administrative Assistant replied that the BDS program from Franklin Information Systems has no way to pull up a list of everyone who has a septic system. She would have to know each address and pull them up individually.

Canton said the County Health Department informed him there is an Ohio statute from 2007 requiring septic systems be inspected each year from a licensed provider. However, due to staffing and workload, that doesn't necessarily get done.

Berger asked if the committee is ready to make a recommendation to Council. Canton replied that he understands why the people with new systems want cleaning less often. He also understands that if a sewer system went in, it would cost a property owner a lot more. He said the reason why the Village put in the two-year cleaning requirement was to neutralize the County who wanted to force the Village into a sewer system. He said it might be best just to keep the cleaning requirement at every two years. That ensures the septic tank is healthy and it is something the Building Department can do very easily with the software they currently have.

Fiscal Officer stated that in a discussion with the Building Department Administrative Assistant she had a good point that maybe when the system is brand new it could wait for three years for an inspection, but questioned what happens as that system ages. Would that system always be cleaned every three years, or would it eventually convert to a two-year cycle; and if so, what determined that point in time when to convert it to a two-year cycle.

Berger stated there is a meeting June 8th at 6:00 p.m. to allow residents to address and discuss the matter with Council. Berger said he agreed with the two-year requirement. He said the Committee did the research, looked at the costs, reviewed the appropriate standards and the statutes, and concluded that the two-year requirement was the proper way to go. Canton said the purpose of the meeting is to hear from residents, but it is also an opportunity to show that the Committee did its homework.

There was discussion about the maintenance process of the Fernwood property and where it stood. Building Department Administrative Assistant stated she and the Building Inspector will inspect the property prior to the court date. Canton said he drove by the property and he and Building Department Administrative Assistant agreed there had been improvement on the property, but there is more work to be done.

The committee reviewed the security safe chosen by the Building Department. Berger clarified that this safe would be utilized for both the Building Department and Finance Office needs. This was confirmed.

Canton asked about temporary Fire Prevention Officer Sean Davis. Building Department Administrative Assistant and Fiscal Officer agreed that he has done a good job and has been very responsive and timely when called.

Canton asked when interviews could begin for the Fire Prevention Officer and Zoning Inspector positions and whether those could be done in person. Fiscal Officer said that currently as long as there are no more than ten people together, it would be permitted.

Berger stated the Committee is still waiting to hear from SAFEbuilt, and that ties into the Zoning Inspector and Fire Prevention Officer. Depending on how the Village chooses to move forward on that will determine the needs of the Zoning and Fire Prevention Officer.

Canton reported that the information gathered by the Building Department Administrative Assistant and Fiscal Officer was forwarded to SAFEbuilt. The committee is still waiting to hear back from SAFEbuilt on that.

Referring to the agenda, Fiscal Officer said she included the list of properties with tax assessments in 2019 on the agenda just as a follow up to the last committee meeting when it was discussed. She explained that at the last meeting, Building Inspector Hovevar speculated there were 15 or 16 problem properties that required intervention by the Village. She clarified that she reviewed billing and found that there were actually three properties. One of the properties involved a tree removal, and the other required ditch weed eating. The last property required grass cutting. Canton asked if these properties had been addressed, and the Fiscal Officer stated these issues were addressed last year. Berger asked what the process was to get these charges put on as a tax assessment. Fiscal Officer explained that the Building Department starts the process with notifying the property owner of the maintenance issue and gives them a deadline to clean up the issue. If it does not get done in the allotted time, the Building Department calls out a contractor who goes out and addresses the issue and then charges the Village. The Village pays the invoice and then a copy of the paid invoice is given to the Building Department who then is forwarded to the County to get it added to the property owner's tax bill.

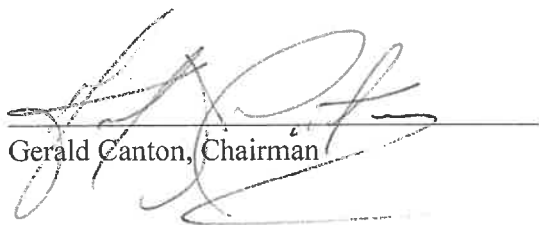
Berger referred to an email he sent to the Building Department Administrative Assistant inquiring about the annual State Report and the four commercial property permits issued and asked if they were new construction. Building Department Administrative Assistant said there was no new commercial construction. She explained there were new businesses going in and if

they were just doing cosmetic work, they do not need to get permits. If they are changing walls, electric, plumbing, HVAC, they need to get permits. Berger explained that Council reviewed the annual State Report which reported that the Village was in 100% compliance with new construction. Berger stated that a question raised by Council was what new commercial construction there was in the Village in 2019? He added that it sounded like there was not any. Building Department Administrative Assistant explained that fees go to the state. She stated when the State gets the report, any commercial permits including occupancy would go to the State. Berger said he understood this, but explained there was a statement on the form, which said the Village had new construction and that it was in 100% compliance with it. However, the Village did not really have any new construction. The Building Department Administrative Assistant concurred. Berger concluded that the form was answered in a way that probably was not correct. He said he could report to Council that this is what happened, and if they are concerned, something will be done about it. The Building Department Administrative Assistant asked if this was on one of the State reports. Berger explained that it was on one of the State reports she worked on with Former Inspector Heilman. There was a line item pertaining to new commercial construction that asked if all new construction got permitted, and the answer on the form stated "yes". Building Department Administrative Assistant explained that the reason for the "yes, 100%" is because the question is answered if the Village is in compliance if it had a permit or if it did not have a permit. The Village is in compliance either way.

At 8:25 a.m. Berger made a motion to go into executive session to discuss the employment of a public official, seconded by Canton. Roll call; Berger and Canton.

The Committee reconvened at 8:41 a.m.

Meeting adjourned.



Gerald Canton, Chairman

Prepared by Danielle Romanowski



Administrative Assistant <adminassist@southrussell.com>

Fwd: Good Morning!

1 message

Danielle Romanowski <fiscalofficer@southrussell.com>
To: Administrative Assistant <adminassist@southrussell.com>

Wed, Apr 22, 2020 at 2:32 PM

Can you make a little spreadsheet and fill in this info - if it makes sense.

-Danielle

----- Forwarded message -----

From: **Darleane Canton** <dar422@icloud.com>

Date: Mon, Apr 20, 2020 at 9:39 AM

Subject: Good Morning!

To: Danielle Romanowski <fiscalofficer@southrussell.com>, Nancy Grattino <building@southrussell.com>

Cc: Chris Berger <chris@itcohio.com>

Trust the both of you enjoyed a restful weekend. In partnership to help us make intelligent decisions about the future of our building department, please forward to us the following:

- building department revenue for 2018, 2019, and YTD ✓
- number of inspections for 2018, 2019, and YTD
- number of permits for 2018, 2019, and YTD
- published counter hours for the public
- current organizational chart
- copy of existing permit fee schedule.

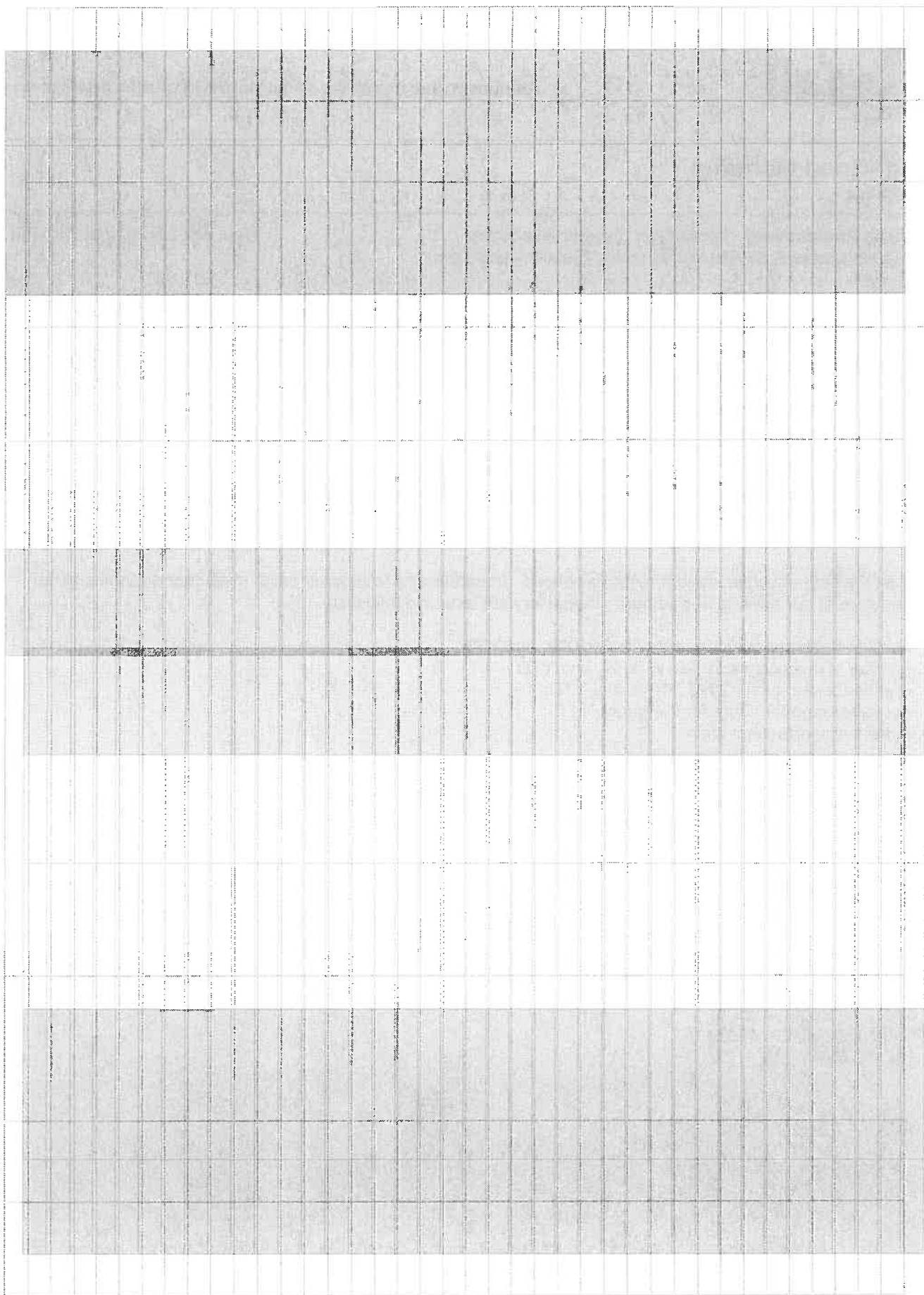
If possible, please forward by Thursday or Friday of this week. Thank you for your superb work!

Jerry & Chris

Sent from my iPhone

--

Danielle Romanowski, MMC, CPFA, CPFIM
Village of South Russell
5205 Chillicothe Road
South Russell, OH 44022
440-338-6700 x 221



REVENUE REPORT

Page: 1

4/22/2020

3:08 pm

Village of South Russell

For the Period: 1/1/2020 to 4/30/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: A01 - GENERAL FUND							
Revenues							
Dept: OFF FINES, LICENSES, PERMITS							
162.001 BUILDING PERMITS	7,500.00	7,500.00	1,755.00	0.00	0.00	5,745.00	23.4
162.002 EXTRA INSPECTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
162.003 ZONING PERMITS	1,000.00	1,000.00	425.00	0.00	0.00	575.00	42.5
162.004 MECHANICAL PERMITS	11,000.00	11,000.00	4,528.87	0.00	0.00	6,471.13	41.2
162.005 REGISTRATIONS/LICENSES	22,000.00	22,000.00	8,300.00	0.00	0.00	13,700.00	37.7
FINES, LICENSES, PERMITS	41,500.00	41,500.00	15,008.87	0.00	0.00	26,491.13	36.2
Revenues	41,500.00	41,500.00	15,008.87	0.00	0.00	26,491.13	36.2
Grand Total Net Effect:	41,500.00	41,500.00	15,008.87	0.00	0.00	26,491.13	-

2019 TAX BUDGET - REVENUE ESTIMATES

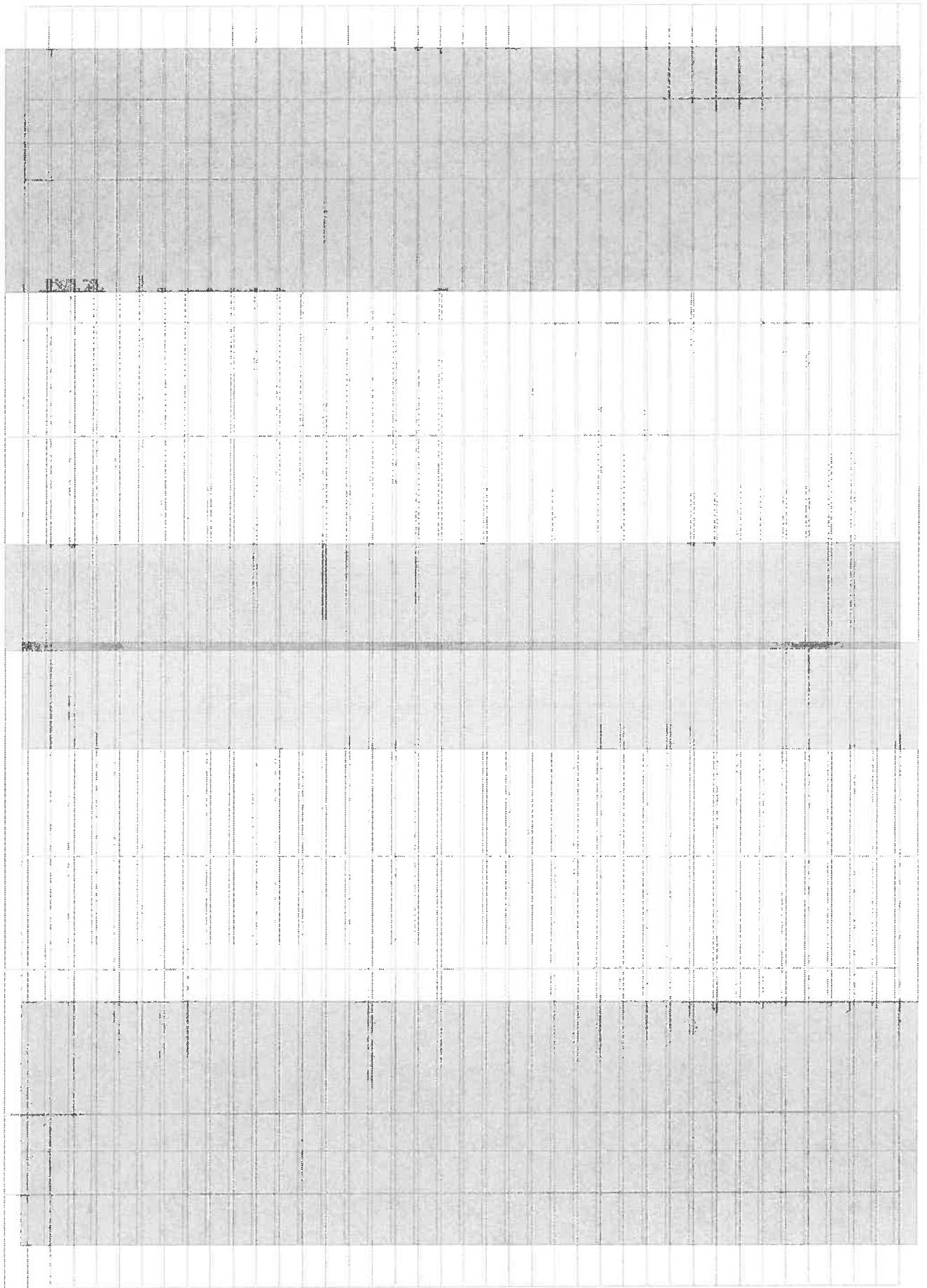
Line Item Number	Description	2014	2015	2016	2017	2018	2019 Estimate	2020 Tax Budget
GENERAL FUND								
A01-0AA-111.000	Real Estate Taxes	402,280	436,468	430,692	442,931	485,649	424,574	424,574
A01-0AA-129.000	Homestead and Rollback	62,018	30,807	30,617	30,354	0	56,802	56,802
	Local Taxes	464,298	467,275	461,309	473,285	485,649	481,376	481,376
A01-0BB-121.002	Local Government	42,022	43,588	39,285	37,876	38,522	38,302	54,938
A01-0BB-122.000	Inheritance Tax	6,383	0	0	0	0	0	0
A01-0BB-123.000	Cigarette Tax	74	74	74	80	74	0	0
A01-0BB-125.000	Liquor Tax	5,529	5,704	6,107	5,483	6,515	4,000	5,000
	State Shared Taxes	54,007	49,366	45,466	43,439	45,111	42,302	59,938
A01-0EE-151.001	Copy Charges	123	80	95	70	75	100	100
A01-0EE-151.004	Reimbursements/Refunds	189	738	0	845	1717	0	0
	Charges for Services	4,737	818	95	915	1,792	100	100
A01-0FF-162.001	Building Permits	22,068	4,985	5,870	16,752	10,831	7,500	7,500
A01-0FF-162.002	Extra Inspections	200	200		0		0	0
A01-0FF-162.003	Zoning Permits	1,300	2,617	1,475	1,550	1,600	1,000	1,000
A01-0FF-162.004	Mechanical Permits	8,380	23,120	11,697	11,291	14,334	9,000	11,000
A01-0FF-162.005	Registrations/Licenses	21,700	23,600	24,500	25,200	22,800	22,000	22,000
A01-0FF-163.000	Cable Agreement	32,768	32,129	32,980	32,489	36,134	32,000	32,000
	Fines, Licenses, Permits	86,467	86,651	76,522	87,282	85,699	71,500	73,500
A01-0HH-182.000	Interest	5,262	1,090	5,703	4,945	18,920	15,833	20,000
A01-0HH-183.000	Donations	100	420	220	460	0	0	0
A01-0HH-184.000	Misc/Other Receipts	3,516	6,615	5,127	12,742	16,226	0	0
A01-0HH-183.003	Show Your Colors					80		
A01-0HH-185.000	Rental Income	15,600	15,400	15,000	15,000	15,100	15,000	0
A01-0HH-187.000	Reimbursements/Refunds	6,140	2,773	7,057	2,139	191	0	0
A01-0HH-186.000	Grant Income				0		0	0
	Miscellaneous	30,617	26,298	33,107	35,286	50,517	30,833	20,000
A01-0II-191.000	Transfers In		18,500	466,700	100,000	420,600	446,500	200,000
	Transfers	0	18,500	466,700	100,000	420,600	446,500	200,000
TOTAL GENERAL - A01		640,125	648,908	1,083,199	740,207	1,089,368	1,072,611	834,914
SERVICE FUND								
A02-07X-191.001	Transfer in From General Fund	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0
A02-0II-191.001	Transfer In	0	0	0	0	0	0	0
	Transfers	0	0	0	0	0	0	0
TOTAL SERVICE - A02		0	0	0	0	0	0	0
BUILDING DEPT FUND								
A03-07X-191.001	Transfer in From General Fund	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0
A03-0II-191.001	Transfer In	0	0	0	0	0	0	0
	Transfers	0	0	0	0	0	0	0

Building Department Data				
Description	2017	2018	2019	2020 YTD
Building Permits	16752	10831	16180	1755
Extra Inspections	0		0	0
Zoning Permits	1550	1600	1000	425
Mechanical Permits	11291	14334	16917	4528.87
Registrations/Licenses	25200	22800	25900	8300
Number of Inspections		405	311	74
Number of Permits		311	301	75
Published Counter Hours	8:00 - 4:00	8:00 - 4:00	8:00 - 4:00 (varied)/8:00-2:15	8:00-2:15
Published Counter Days	M-F	M-F	M-F/M-Th	M-Th
Prepared by Leslie Galicki				

INSPECTION STATISTICS REPORT
01/01/2018 TO 12/31/2018

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04/20/2020
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INSPECTION TYPE	RESIDENTIAL	4FAMILY+/COMM
ELECTRIC TRENCH	3	2
FINAL	152	4
FINAL REINSPECT	4	2
FOOTER/SITE	21	1
FOUNDATION 1	3	0
FOUNDATION 2	9	1
INSULATION	8	0
INVESTIGATION	34	5
MEETING-AT SITE	12	8
OTHER	17	0
PERM.ELECT.SERV	3	3
PREPOUR BSMN'T	2	2
PREPOUR DRIVE	13	0
PREPOUR GARAGE	4	0
PREPOUR WALK	2	0
PROGRESS CHECK	5	1
REINSPECT ROUGH	2	0
ROUGH ELECTRIC	22	0
ROUGH FRAME	25	3
ROUGH HVAC	5	1
ROUGH PLMBG	17	0
SANITARY/STORM	1	0
SEPTIC	2	0
TEMP. OCCUPANCY	2	0
TEMP.ELECT.SERV	2	0
WALK THRU	0	2
TOTAL	370	35



INSPECTION STATISTICS REPORT
01/01/2019 TO 12/31/2019

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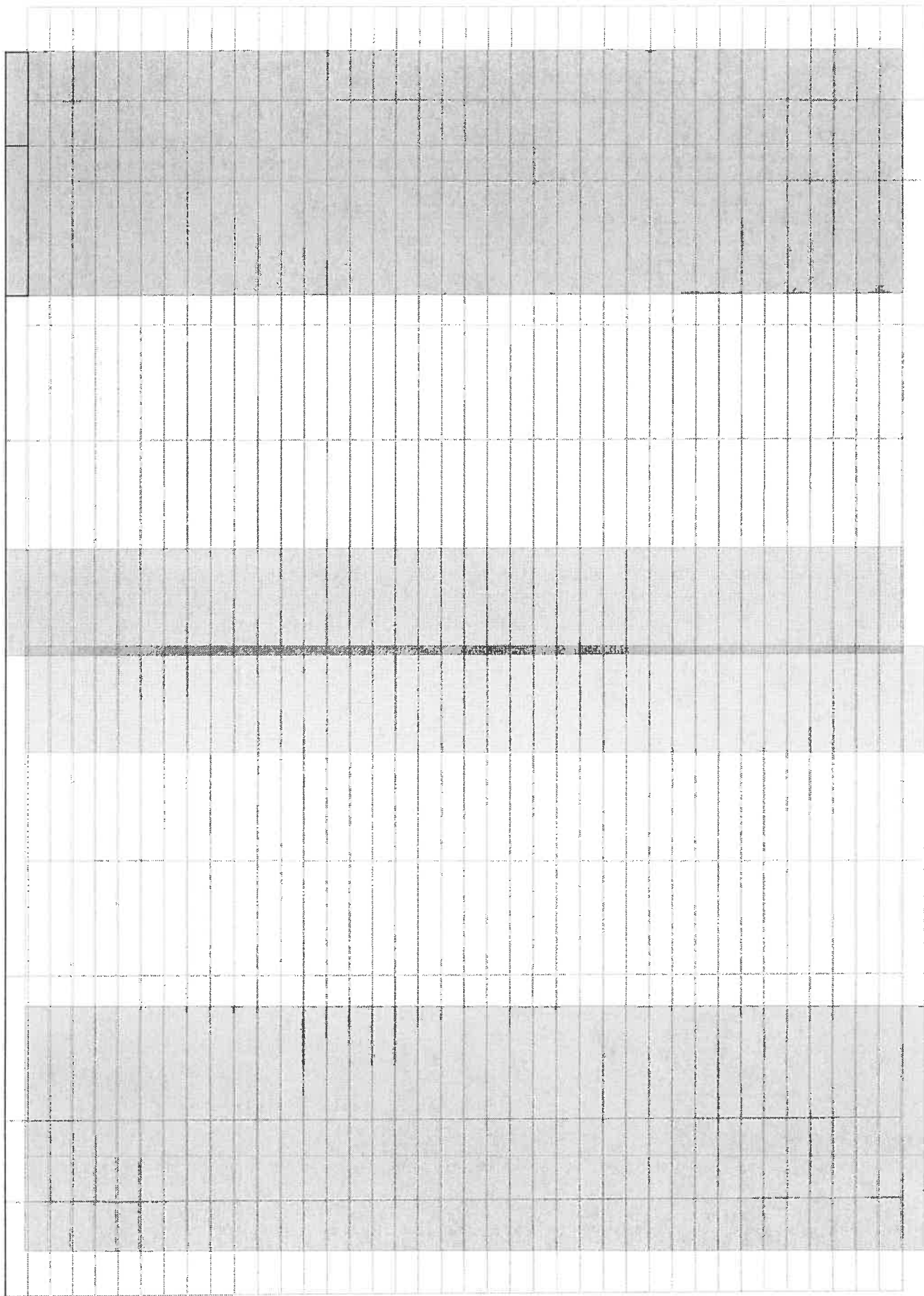
INSPECTION TYPE	RESIDENTIAL	4FAMILY+/COMM
ELECTRIC TRENCH	2	0
EROSION CONTROL	1	0
FINAL	137	3
FINAL REINSPECT	12	0
FIREPLC THROAT	1	0
FOOTER/SITE	17	1
FOUNDATION 1	7	0
INSULATION	8	0
INVESTIGATION	12	0
MEETING-AT SITE	7	2
OTHER	6	1
PREPOUR BSMN'T	2	0
PREPOUR DRIVE	3	0
PREPOUR GARAGE	2	0
PROGRESS CHECK	2	0
ROUGH ELECTRIC	28	1
ROUGH FRAME	21	1
ROUGH HVAC	5	0
ROUGH PLMBG	17	0
SANITARY/STORM	4	0
TEMP.ELECT.SERV	3	0
UNDERGR'D PLMBG	5	0
TOTAL	302	9

* In 2019 there were many more inspections prior to September, as they were not entered in the computer correctly prior to my starting.

INSPECTION STATISTICS REPORT
01/01/2020 TO 04/20/2020

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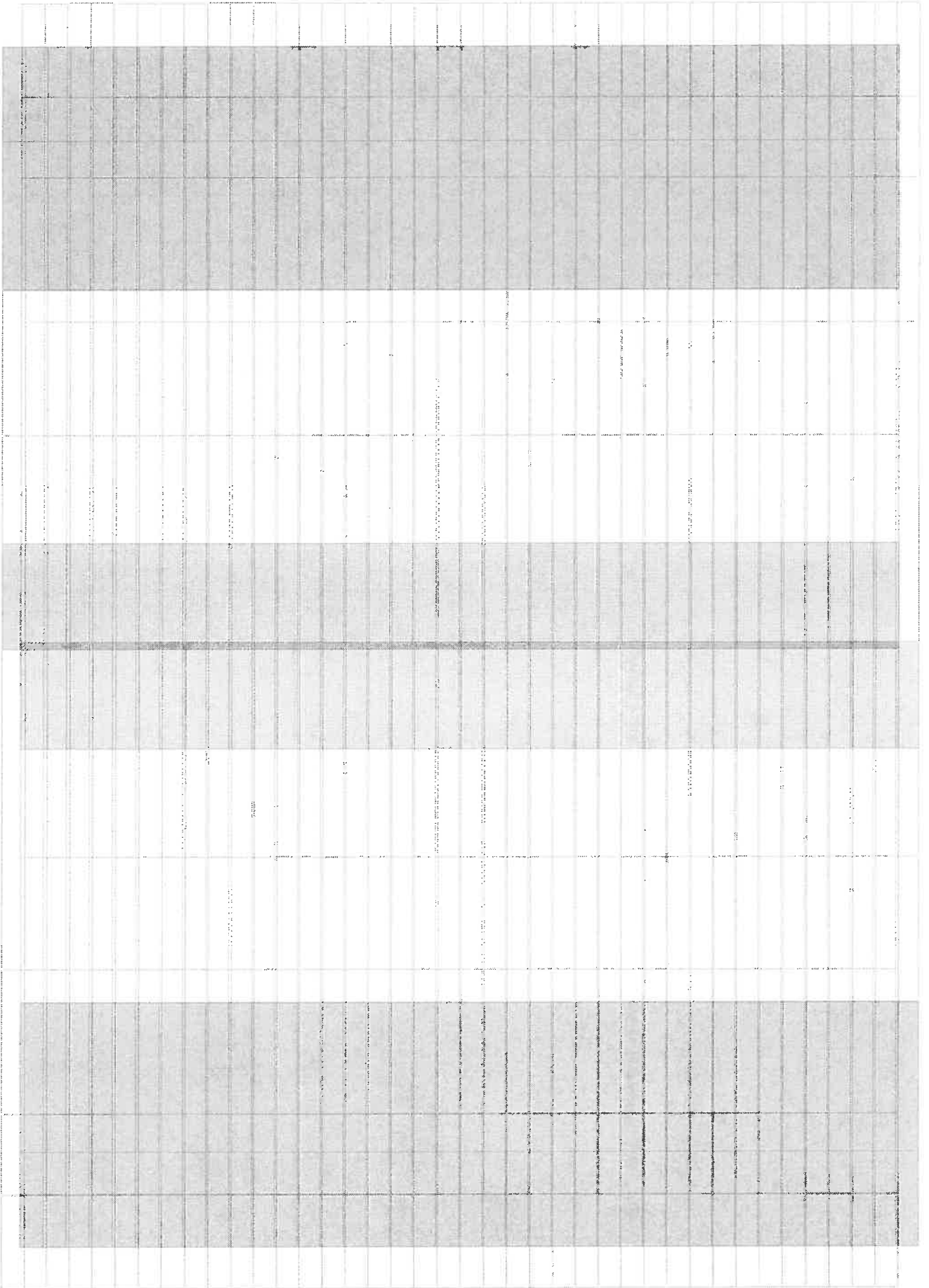
INSPECTION TYPE	RESIDENTIAL	4FAMILY+/COMM
ELECTRIC TRENCH	1	0
FINAL	25	0
FINAL REINSPECT	7	0
FOOTER/SITE	7	0
FOUNDATION 1	2	0
INSULATION	3	0
INVESTIGATION	1	1
OCCUPANCY INSP.	0	2
OTHER	3	0
PREPOUR CRAWL	1	0
ROUGH ELECTRIC	5	0
ROUGH FRAME	5	0
ROUGH HVAC	3	0
ROUGH PLMBG	3	0
SANITARY/STORM	3	0
TEMP.ELECT.SERV	1	0
UNDERGR'D PLMBG	1	0
TOTAL	71	3



PERMIT STATISTICS REPORT
01/01/2020 TO 04/20/2020

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DESC	RESIDENTIAL			COMMERCIAL/AGRI/INDUSTRIAL		
	PERMITS	FEES	EST. COST	PERMITS	FEES	EST. COST
BUILDING PERMIT	20	22,358.25	1,429,084			
MISCELLANEOUS PERMIT	28	3,197.99	197,429	1	165.00	
PAVILION RENTAL	4	.00				
PLUMBING PERMIT	11	1,056.82	111,040			
ZONING PERMIT	8	445.00	50,000	3	425.00	
SUBTOTALS						
	PERMITS	FEES	EST. COST			
BUILDING PERMIT	20	22,358.25	1,429,084			
MISCELLANEOUS PERMIT	29	3,362.99	197,429			
PAVILION RENTAL	4	.00				
PLUMBING PERMIT	11	1,056.82	111,040			
ZONING PERMIT	11	870.00	50,000			
GRAND TOTAL	75	27,648.06	1,787,553			



PERMIT STATISTICS REPORT
01/01/2019 TO 12/31/2019

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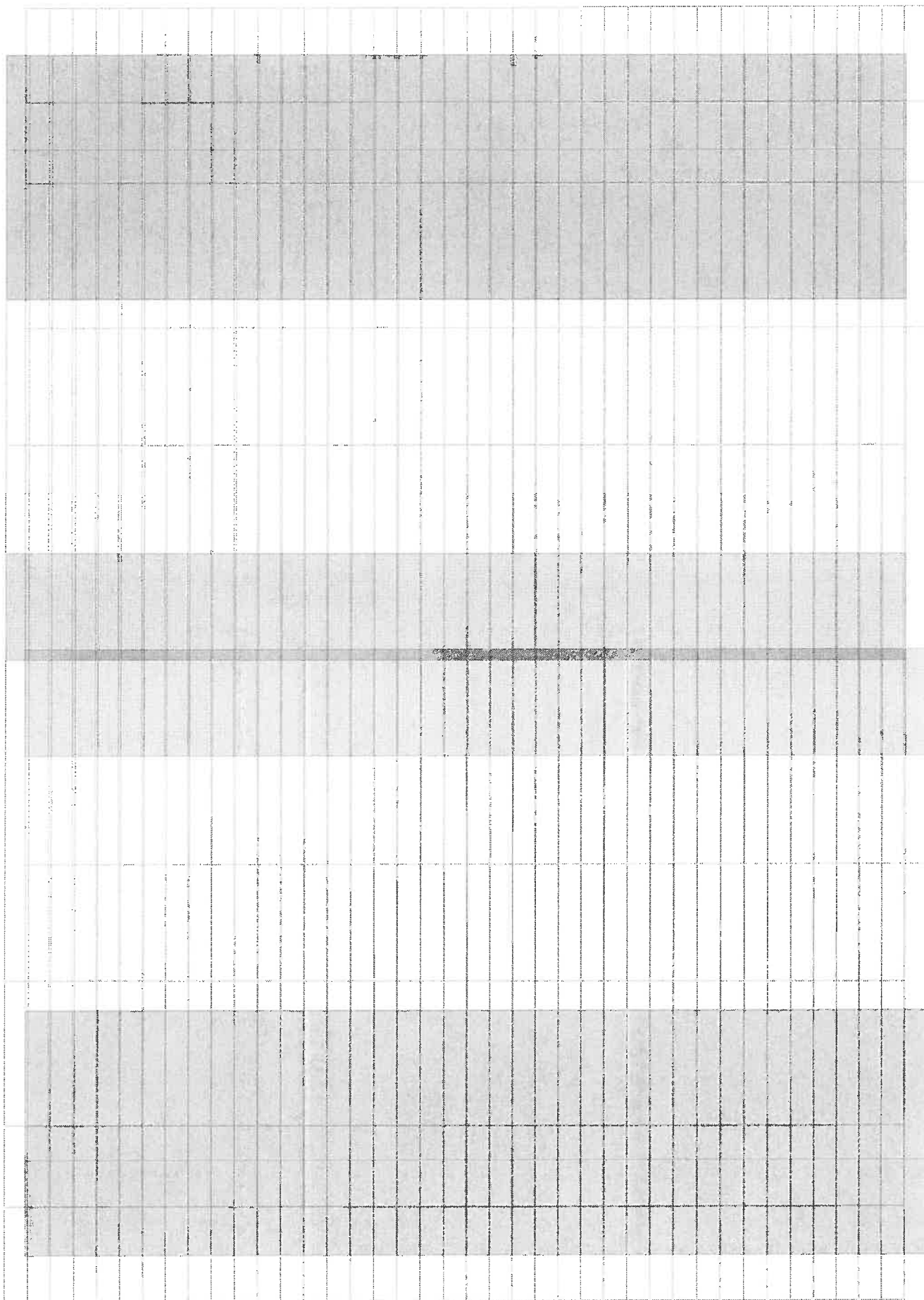
DESC	RESIDENTIAL				COMMERCIAL/AGRI/INDUSTRIAL			
	PERMITS	FEES	EST. COST	PERMITS	FEES	EST. COST		
BUILDING PERMIT	61	48,797.62	4,751,207	4	5,406.53	260,000		
MISCELLANEOUS PERMIT	150	22,750.24	1,343,020	3	282.74	40,518		
PAVILION RENTAL	14	.00	25					
PLUMBING PERMIT	23	2,032.63	100,161					
ZONING PERMIT	32	2,885.00		14	845.00	3,000		

SUBTOTALS	PERMITS	FEES	EST. COST					

BUILDING PERMIT	65	54,204.15	5,011,207					
MISCELLANEOUS PERMIT	153	23,032.98	1,383,538					
PAVILION RENTAL	14	.00	25					
PLUMBING PERMIT	23	2,032.63	100,161					
ZONING PERMIT	46	3,730.00	3,000					

GRAND TOTAL	301	82,999.76	6,497,931					

* In 2019 there were probably many zoning permits that were not issued properly in our computer system, where the amount of permits should be much larger. This was noticed after I started in September, this issue has been since corrected from September to the present date.



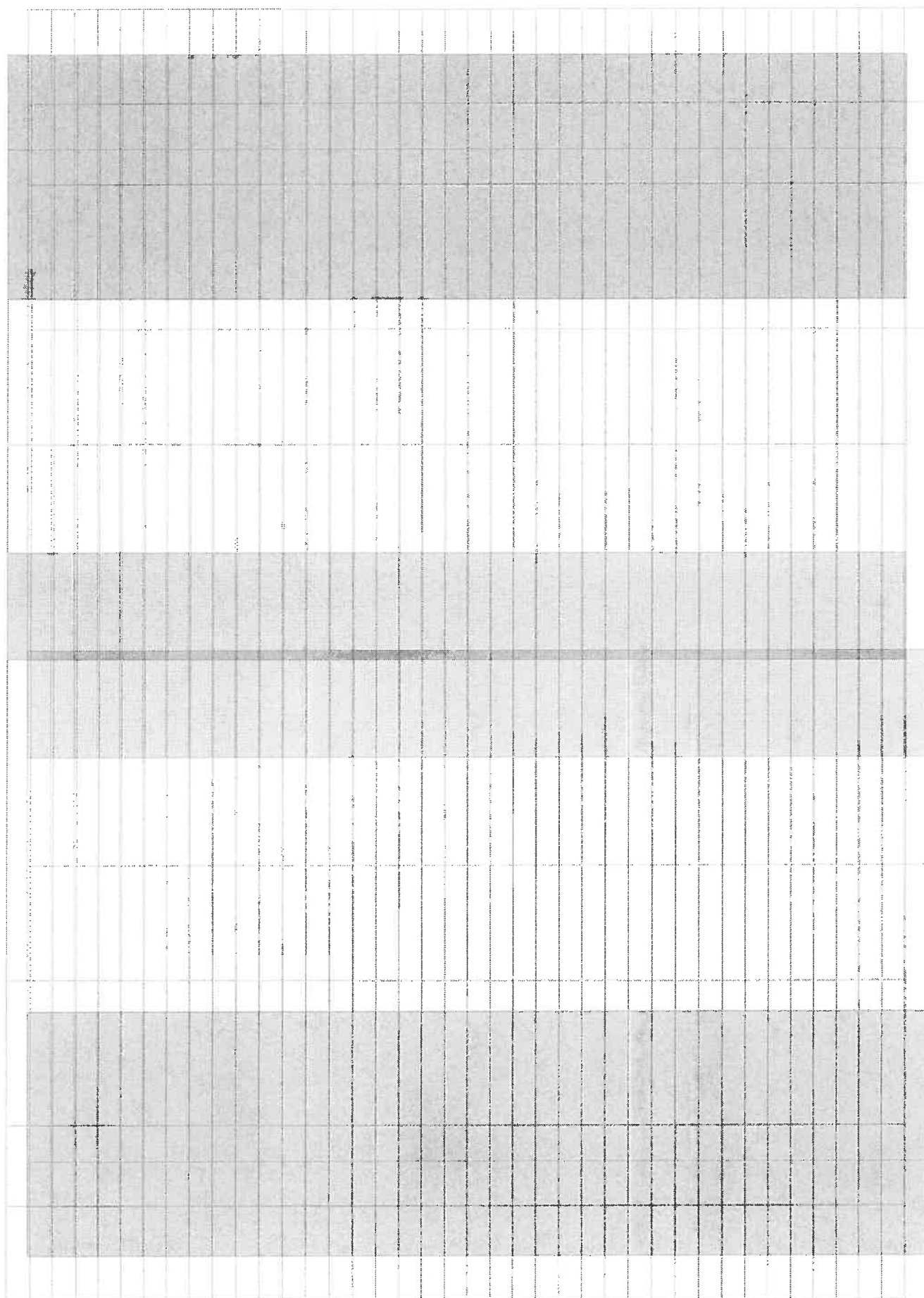
PERMIT STATISTICS REPORT
01/01/2018 TO 12/31/2018

PRNTYPE
04/20/2020
10:47 AM

DESC	RESIDENTIAL				COMMERCIAL/AGRI/INDUSTRIAL			
	PERMITS	FEE\$	EST. COST	PERMITS	FEE\$	EST. COST		
BUILDING PERMIT	82	15,639.79	2,377,642	6	2,415.64	254,300		
MISCELLANEOUS PERMIT	136	22,254.03	1,088,339	4	5,404.00	788,466		
PLUMBING PERMIT	28	1,684.68	146,178					
ZONING PERMIT	39	1,826.33	9,020	16	560.00			

SUBTOTALS	PERMITS	FEE\$	EST. COST					
BUILDING PERMIT	88	18,055.43	2,631,942					
MISCELLANEOUS PERMIT	140	27,658.03	1,876,805					
PLUMBING PERMIT	28	1,684.68	146,178					
ZONING PERMIT	55	2,386.33	9,020					

GRAND TOTAL	311	49,784.47	4,663,945					



CHAPTER 1440

Permits, Fees and Bonds

- 1440.01 Occupancy permit. (Repealed)
- 1440.02 Forfeiture of performance bond. (Repealed)
- 1440.03 Issuance of additional building permits.
- 1440.04 Building permits generally.
- 1440.05 Building fees.
- 1440.06 Construction deposits and certificates.
- 1440.07 Electrical installation fees. (Repealed).
- 1440.08 Residential plumbing installation fees. (Repealed)
- 1440.09 Heating installation fees. (Repealed)
- 1440.10 Gas piping installation fees. (Repealed)
- 1440.11 Air conditioning and ventilating installation fees. (Repealed)
- 1440.12 Surcharge for unauthorized work.
- 1440.99 Penalty. (Repealed)

CROSS REFERENCES

State installation permit and fee - see Ohio R.C. 3703.07
Ohio Building Code - see Ohio R.C. Ch. 3781
Fees for plan approval - see Ohio R.C. 3791.07

1440.01 OCCUPANCY PERMIT. (REPEALED)

(EDITOR'S NOTE: Section 1440.01 was repealed by implication by Ordinance 1980-32, passed June 10, 1980. See Section 1440.04(f).)

1440.02 FORFEITURE OF PERFORMANCE BOND. (REPEALED)

(EDITOR'S NOTE: Section 1440.02 was repealed by Ordinance 1985-69, passed December 9, 1985.)

1440.03 ISSUANCE OF ADDITIONAL BUILDING PERMITS.

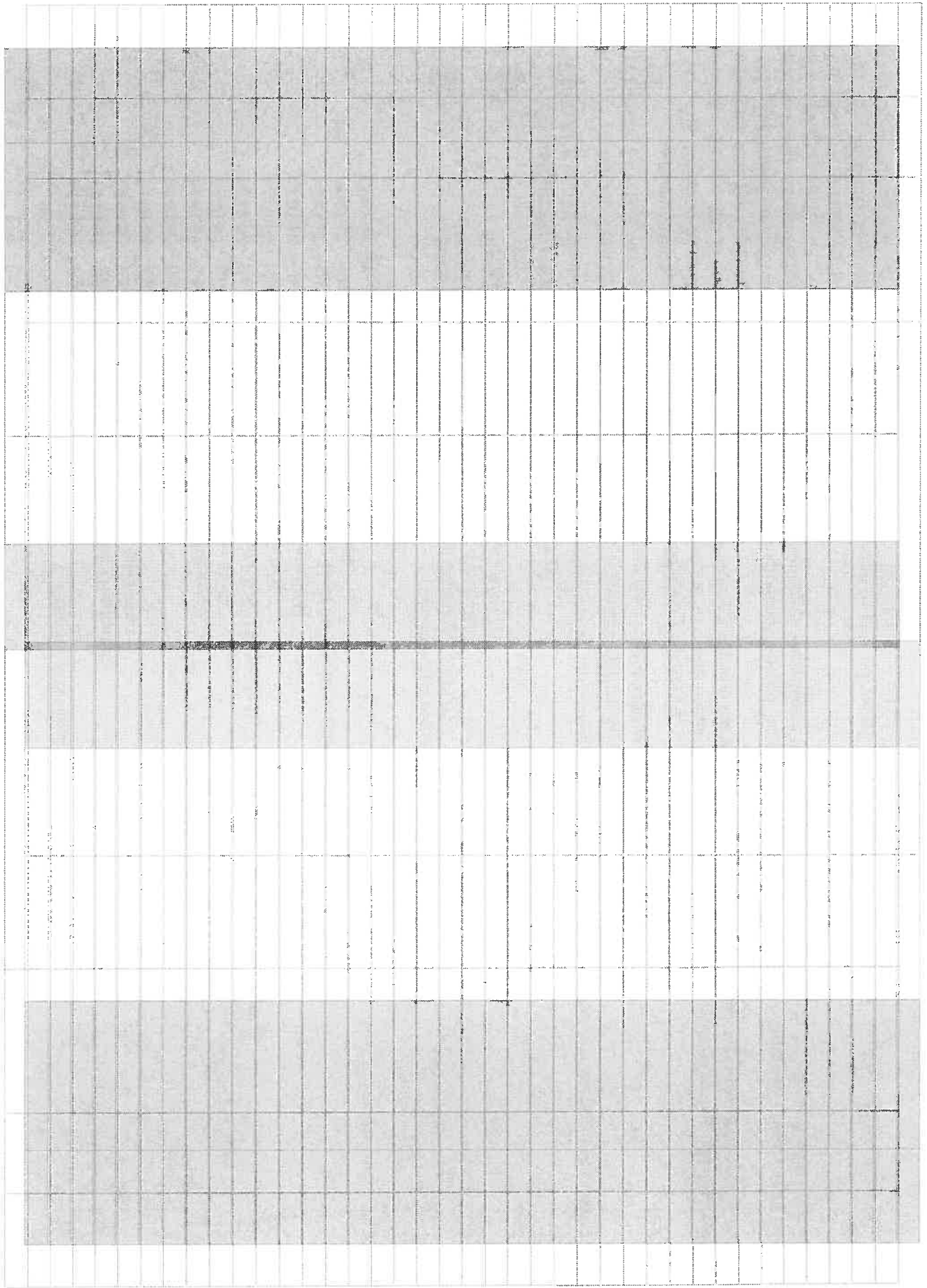
(a) The Building Inspector shall not issue a building permit to a non-owner occupant- applicant who presently is or has constructed a structure within the Village that is constructed in violation of this Building Code and has not been corrected in accordance with requirements of this Building Code at the time the application for a new permit is made.

(b) The Inspector shall advise the non-owner occupant-applicant wherein he is in default or in some respect failing to comply with this Building Code and shall inform such person that a new permit will issue upon compliance with the provisions of this Building Code and upon correction of any defects or deficiencies.

(Ord. 1985-69. Passed 12-9-85.)

(c) The Building Inspector shall not issue a building permit to any individual, firm, corporation, partnership, or other entity which is in arrears in any of the following trust and agency accounts at the time of their application for the building permit.

(1) Deposits for conditional use permits, development approval, zoning amendments, or variances made pursuant to the applicable provisions of the Village Zoning Code.



(2) Deposits for Engineer's review, plot plan review, seeding or erosion control, pursuant to Chapter 1466 of the Codified Ordinances.

(3) Any deposits made for purposes of commercial architectural review by the Village or Architectural Board of Review review.

(4) Any deposits for subdivision review made pursuant to the Village's subdivision rules. Prior to issuing any building permit, the Building Inspector shall review the status of the applicable trust and agency accounts where such deposits are held and, if any arrearage is discovered in any such account which is the responsibility of the applicant, such building permit shall be withheld pending satisfactory payment to the Village of any such arrearage by applicant.

(d) The Building Inspector shall not issue a building permit to any individual, firm, corporation, partnership or other entity which has previously failed (after 1/1/88) to file a contractor's wage statement with the Building Department, also identified as the "Contractor's C.C.A. Tax Form CCA 120-61", as amended, within thirty days of substantial completion of any construction project which requires such statement, unless such form has been filed by the time of the request for the building permit.

(e) In the event the Building Inspector denies an applicant a building permit based upon paragraphs (a), (c) or (d) of this section, the applicant shall have the right to appeal such denial by filing a written notice of appeal with the Fiscal Officer who shall place such appeal on the agenda of the next regularly scheduled Council meeting. The notice of appeal shall state the basis for such appeal with particularity including any alleged error in the decision of the Building Inspector of Building Department. Council may hear such appeal at its next regularly scheduled meeting or establish a date for a special meeting for purposes of hearing such appeal, but in no event shall such hearing be held later than thirty days beyond the date of the filing of the notice, unless appellant consents to a continuance.

At such hearing, appellant shall have the right to present witnesses and other evidence, and to cross-examine any witness testifying against him. Council shall thereafter render its decision, reached by majority vote, within ten days. (Ord. 1991-33. Passed 6-10-91.)

1440.04 BUILDING PERMITS GENERALLY.

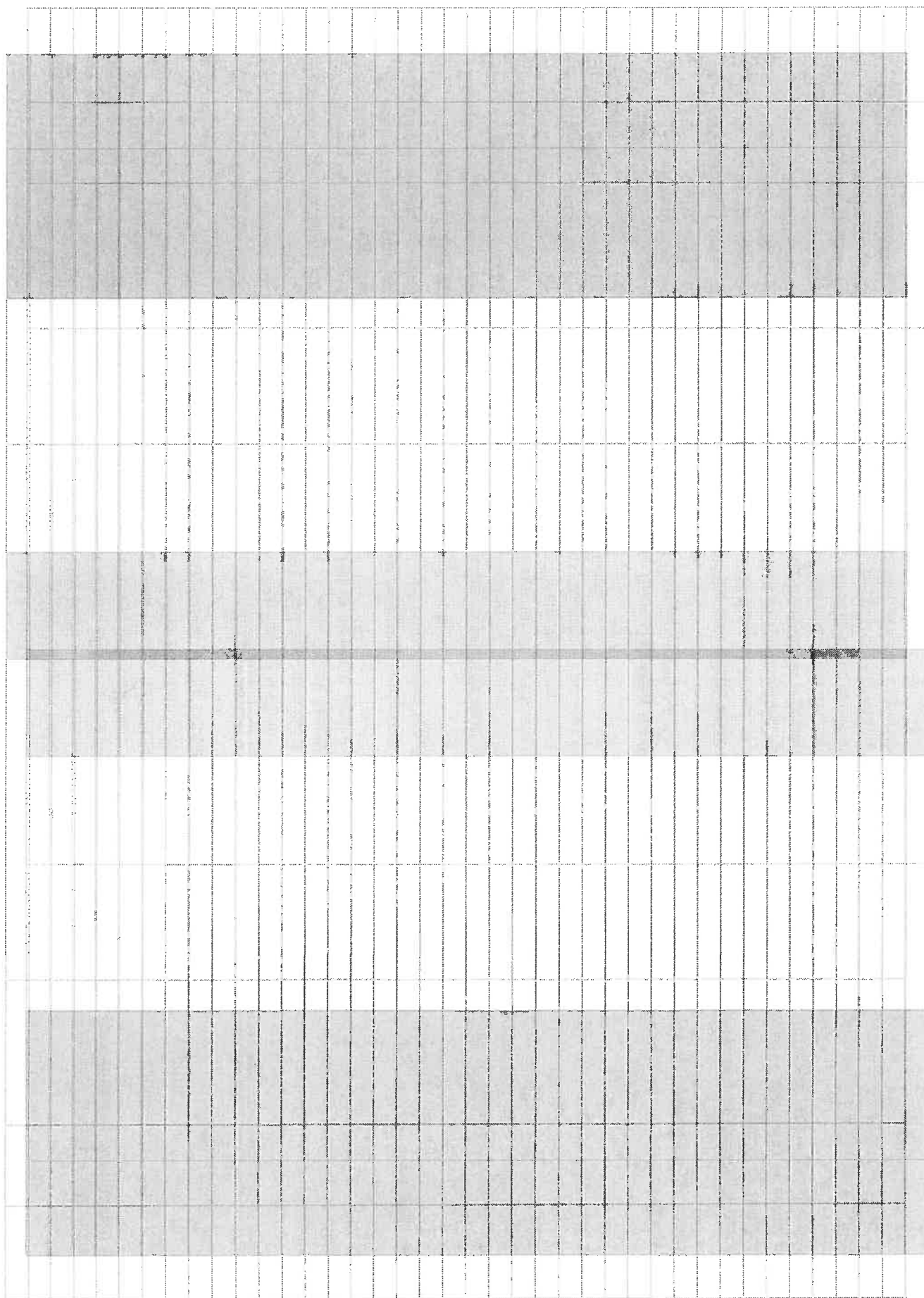
Except as otherwise specifically provided for, the following provisions shall prevail in the issuance of all types of building permits. All building plans, except plans for minor alterations or those plans judged to be exempt by the Building Inspector, shall be stamped by a licensed architect. The Building Inspector may, in his professional judgment, exempt those plans where, owing to a lack of complexity or degree of difficulty, or similar rationale, the Building Inspector determines that an architect's stamp is unnecessary. The Building Inspector, before issuing any permit, is authorized to charge and collect the fees and deposits specified in this chapter. The fees prescribed herein shall be additive and, unless otherwise specifically provided, separate fees shall be paid for each of the items listed. (Ord. 2003-19. Passed 7-14-03.)

(a) Calculating Aggregate Floor Areas. The aggregate floor area shall be the sum of the gross horizontal areas of the several floors, including basements, cellars and attics that are at least fifty percent habitable. All horizontal dimensions shall be taken from the exterior faces of walls, including enclosed porches and stoops.

(b) Establishing Costs. Where a permit fee is based upon the cost of the work done under the permit, such costs shall be the actual cost as certified by the owner or the authorized representative of the owner and as approved by the Building Inspector. The Building Inspector, may, at any time up to three months after the completion of the building, require the submission of authoritative estimates or actual cost data to substantiate the estimated cost stated in the application for a permit, and require the payment of additional fees when it is demonstrated that the actual cost of the work is in excess of the estimated cost upon which permit fees were based.

(c) Time Limitations. Any permit issued shall become invalid if the work authorized by it has not been commenced within six months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of one year after the time the work is commenced. All permits so issued shall expire twelve calendar months from the date of issuance. For cause, one extension not exceeding forty-five days may be allowed, in writing, by the Building Inspector.

The approval of plans or drawings and specifications for any building subject to the Ohio Building Code is invalid if construction, erection, alteration, or other work upon the building has not commenced within twelve months of the approval of the plans or drawings



and specifications. One extension shall be granted for an additional twelve month period if requested by the applicant at least ten days in advance of the expiration of the permit and upon payment of a fee in the amount of one hundred dollars (\$100.00). If in the course of construction, work is delayed or suspended for more than six months, the approval of plans or drawings and specifications or data is invalid. Two extensions shall be granted for six months each if requested by the applicant at least ten days in advance of the expiration of the permit and upon payment of a fee for each extension of one hundred dollars (\$100.00). Before any work may continue on the construction, erection, alteration or equipment of any building for which the approval is invalid, the applicant shall resubmit the plans and drawings and specifications for approval pursuant to this section.

(Ord. 1982-34. Passed 11-8-82; Ord. 1984-49. Passed 9-10-84.)

(d) No Refund of Permit Fees. Whenever the work for which a permit has been issued has been abandoned and is not to be done, such permit may be returned to the Building Inspector for cancellation and, if no construction has started, after a deduction of one hundred dollars (\$100.00) for administrative expenses, one-half of the balance of the permit fee, if any, shall be refunded. If actual construction has commenced, no refund of any permit fee shall be allowed.

(Ord. 1985-69. Passed 12-9-85.)

(e) Refund of Cash Deposits. Cash deposits shall be refunded only after the Building Inspector and the Street Commissioner have deducted all charges for all damages or inspections and after a determination is made that no further damages or inspections will be necessary or are reasonably foreseeable.

Upon receipt and approval of as-built grade plans by the Village Engineer and upon the Fiscal Auditor's receipt of forms established by the Tax Administrator showing proof of filing of wage statement and withholding of income tax for income earned within the Village by all contractors, the Fiscal Auditor shall authorize release of any remaining deposit.

(Ord. 1982-34. Passed 11-8-82; Ord. 1984-20. Passed 3-26-84.)

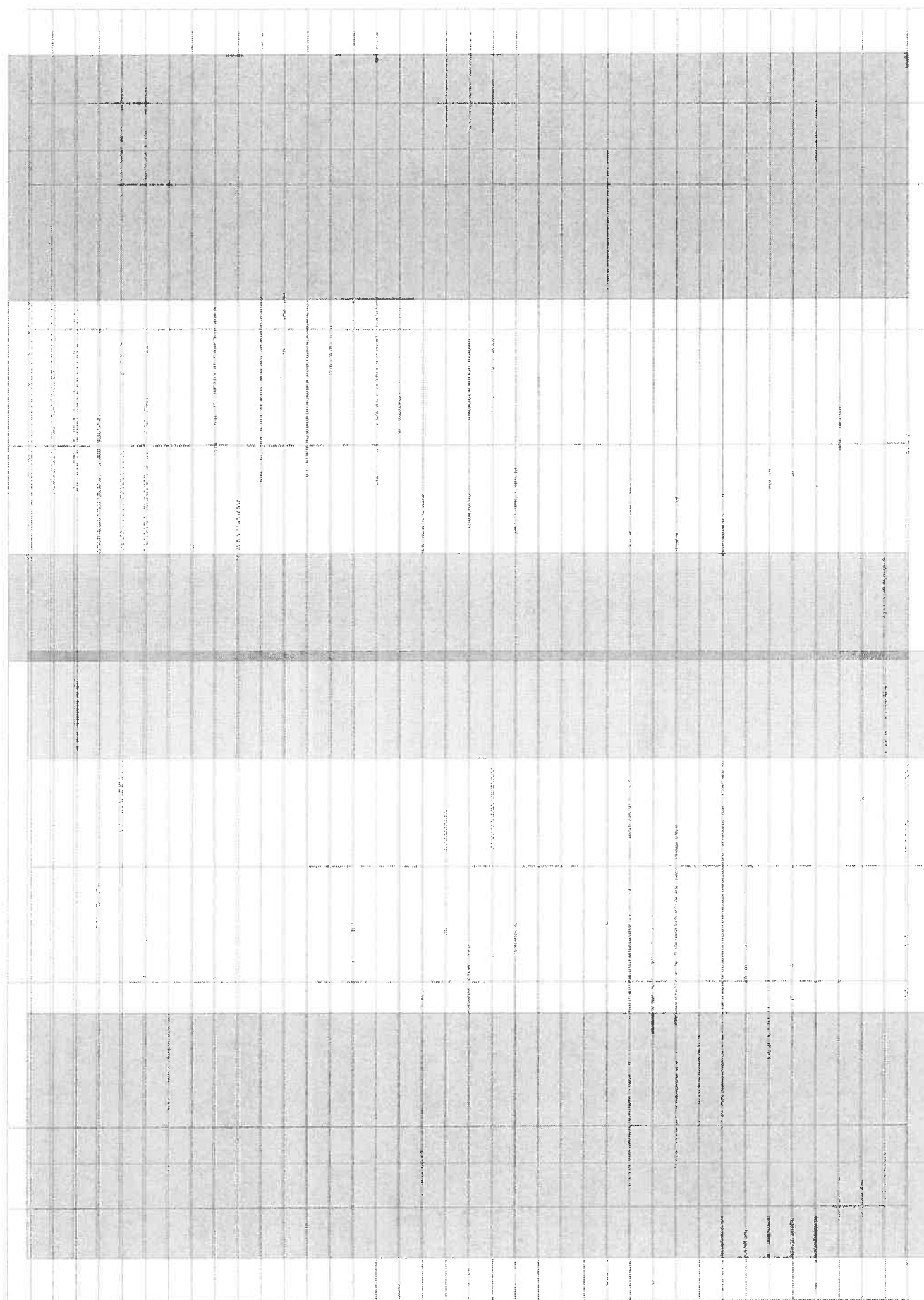
(f) Certificates of Occupancy. The builder, owner or other person having control of a building under construction is prohibited from allowing such building to be occupied until it has been finally inspected and approved by the Building Inspector and a certificate of occupancy has been applied for, in writing, and has been issued by the Building Inspector.

(g) Deposits. All deposits shall be cash and subject to an increase if the nature of the work warrants or if damage during construction exceeds the deposit. Deposits for tree lawn, walk and road openings, tunneling, etc., depend upon the nature of the work and shall be estimated by the Village Engineer.

(Ord. 1982-34. Passed 11-8-82; Ord. 1985-69. Passed 12-9-85.)

(h) Inspection Fees. Except as otherwise provided for, the following inspection fees are established. The inspection fees shall be charged and collected by the Building Inspector or deducted from the deposit when a deposit is required.

- (1) Each additional inspection, when requested by the owner or made necessary by incomplete work, faulty construction, need of correction or inaccurate information, or a special inspection, when requested, which is not a routine inspection of work _____ \$25.00
- (2) Change of occupancy _____ 25.00
- (3) Extra inspections or inspected requested beyond those normal or special inspections made, each _____ 25.00
- (4) Unsafe or unsanitary inspection caused by _____



fire or abandoned structures which may or may not need to be demolished 30.00
(Ord. 1992-18. Passed 3-23-92.)

1440.05 BUILDING FEES.

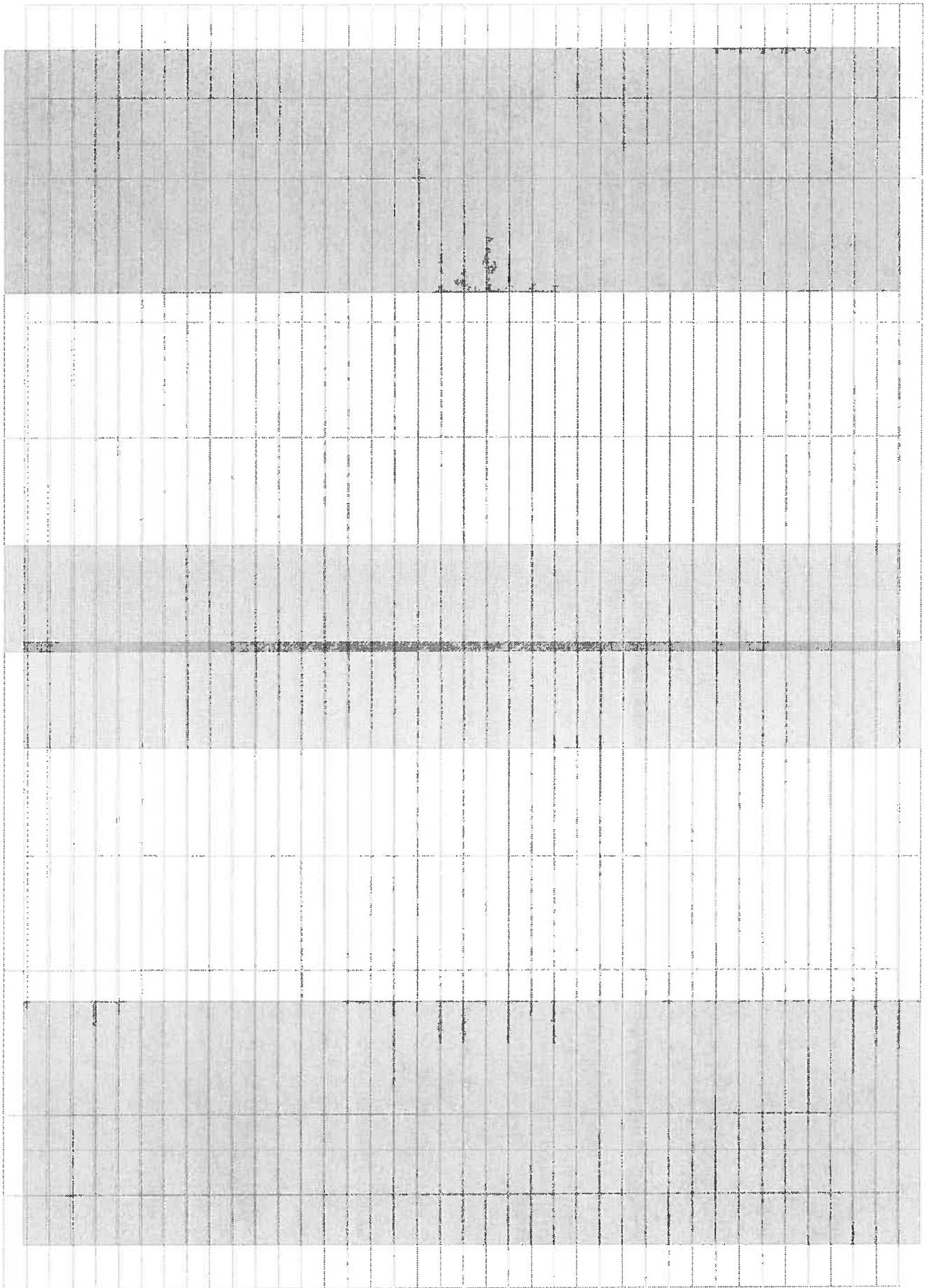
Building fees which are to be rounded to the nearest one hundred square feet for calculation, are as follows:

(a) One and two-family dwellings, including condominium units:

- (1) New houses: Fifty cents (\$.50) per square foot of aggregate floor area. Size shall be determined by calculating aggregate floor area as defined in 1440.04(a).
 - (2) Habitable addition: Fifty cents (\$.50) per square foot of aggregate floor area, minimum fee of one-hundred dollars (\$100.00). Size shall be determined by calculating aggregate floor area as defined in 1440.04(a).
 - (3) Non-habitable addition: Twenty cents (\$.20) per square foot of aggregate floor area, minimum fee of one-hundred dollars (\$100.00). Decks included in this category. Size shall be determined by calculating aggregate floor area as defined in 1440.04(a).
 - (4) Detached structure: 200 square foot or less, with the owner-occupant doing his own work: Permit required, but no fee.
 - (5) Detached structures: Twenty cents (\$.20) per square foot of aggregate floor area, minimum of one-hundred dollars (\$100.00). Size shall be determined by calculating aggregate floor area as defined in 1440.04(a).
 - (6) Alteration, repair or replacement: Internally or externally in any one and two family dwelling: Twenty-five cents (\$.25) per square feet of aggregate floor area as defined in Section 1440.04(a), minimum fee of one hundred dollars (\$100.00).
 - (7) Sidewalks, drives and insulation. One-hundred dollars (\$100.00) basic fee, repairs and replacements require a permit, but no fee.
 - (8) Siding, roofing or fencing, and detached structures less than 200 square feet. One-hundred dollars (\$100.00). Basic fee.
 - (9) Swimming pools: Above ground, fifty dollars (\$50.00); in-ground, one hundred dollars (\$100.00).
 - (10) Heating, ventilating and air conditioning work: One-hundred dollars (\$100.00) basic fee.
 - (11) Other work. For which a permit is necessary and which is not otherwise set forth in this section, including, but not limited to electrical, sewer work, carpentry, and all other work for which a license or registration is necessary: One-hundred dollars (\$100.00) basic fee, plus one dollar and fifty cents (\$1.50) per 100 square or lineal feet of affected area or portion thereof when applicable.
- (b) Multifamily (three units or more), commercial, industrial and all other types of occupancies under the Ohio Building Code:
- (1) New structures: Fifty cents (\$.50) per square foot of aggregate floor area, as defined in 1440.04(a).
 - (2) Additions: Twenty-five cents (\$.25) per square foot of aggregate floor area, as defined in 1440.04(a). Minimum fee of one hundred dollars (\$100.00).
 - (3) Alterations and repairs: Same fees as set forth in subsection (b)(2) hereof.
 - (4) Garages, storage sheds and other accessory buildings: Fifteen cents (\$.15) per square foot. Minimum fee of one-hundred dollars (\$100.00). Square footage shall be determined by using aggregate floor areas as defined in 1440.04(a).
 - (5) Other work for which a permit is necessary and which is not otherwise set forth in this section including, but not limited to plumbing, heating, ventilation and air conditioning, sewer work, carpentry, and all other work for which a license or registration is necessary except for electrical work: One-hundred dollars (\$100.00) basic fee, plus one dollar and fifty cents (\$1.50) per 100 square feet of affected area or portion thereof when applicable. For electrical work, a permit fee of one hundred dollars (\$100.00) and two dollars (\$2.00) per 100 square foot per unit.

(c) Signs:

- (1) New or relocated external: Twenty-five dollars (\$25.00) plus twenty-five cents (25¢) per square foot.
- (2) Necessary repair, maintenance or replacement of components. No minimum size: Fifteen dollars (\$15.00).
- (d) Sidewalks, drives, parking areas and other hard surfaces: Village Engineer costs. Grade plan required.



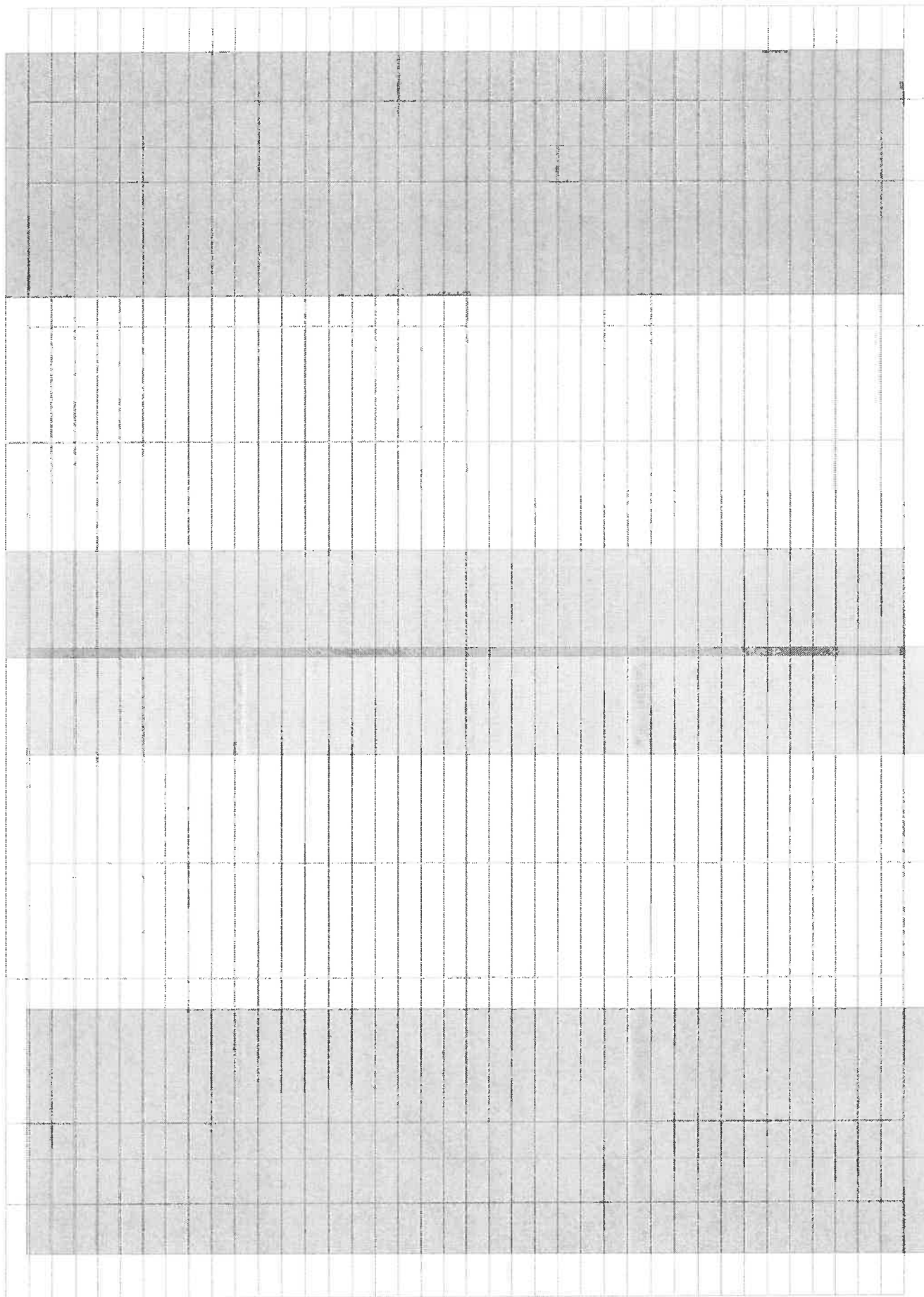
- (e) Radio or television towers - commercial or residential 1-2-3: Sixty dollars (\$60.00) per fifty foot or fraction thereof in height.
- (f) Demolition of commercial, industrial and residential buildings 1-2-3: One hundred dollars (\$100.00) plus twenty-five dollars (\$25.00) for each story over one, basement or cellar.
Excluding single-family detached 1-2-3 accessory structures, with the owner-occupant doing his own work: Permit required, but no fee.
- (g) Moving buildings, in addition to fees for alterations and repairs:
 - (1) On rollers on any public street: One thousand dollars (\$1,000) minimum.
 - (2) Without traversing any public street or portion thereof: Five hundred dollars (\$500.00) minimum.
 - (3) On a cartall on any public street or portion thereof: Five hundred dollars (\$500.00) minimum.
- (h) Public utility charges or special work. Supervision and additional inspections: Up to one thousand dollars (\$1,000), depending on the nature of the work and the time involved.
The fees provided for in subsections (a) through (g) hereof do not include public utility charges or special work required of other departments or divisions of the Village Engineer or the Street Commissioner.
(Ord. 2017-33. Passed 10-23-17.)

1440.06 CONSTRUCTION DEPOSITS AND CERTIFICATES.

(a) Deposits, prior to construction, for single-family, two-family dwellings and multi-family dwellings, including condominium units are as follows:

- (1) All new house construction for single family, five times the permit fee.
- (2) Addition to above construction. Five times the permit fee or one thousand dollars (\$1,000), whichever is greater.
- (3) Alterations to above construction. Five times the permit fee or one thousand dollars (\$1,000), whichever is greater.
- (4) Two-family dwellings and multi-family dwellings. Five times the permit fee or one thousand dollars (\$1,000), whichever is greater.
- (5) Single Family Condominium Units. Five times the permit fee or one thousand dollars (\$1,000), whichever is greater.
- (b) Deposits, prior to construction, for commercial, industrial and other types of occupancies are as follows:
 - (1) New buildings, five times the building permit or three thousand dollars (\$3,000), whichever is greater.
 - (2) Additions, five times the permit fee or two thousand dollars (\$2,000) minimum.
 - (3) Alterations, and repair, five times the permit fee, or one thousand dollars (\$1,000), whichever is greater. (Ord. 2001-7. Passed 1-22-01.)
- (c) Certificate of occupancy fees under the Ohio Building Code are as follows:
 - (1) Original: Twenty-five dollars (\$25.00).
 - (2) Duplicate: Five dollars (\$5.00).
- (d) Irrespective of the foregoing deposit reimbursements, any owner occupying a residential dwelling and who is performing all work for which a permit is sought or who is the general contractor for which a permit is sought shall be exempt from the requirements of making any cash deposit hereunder. A personal bond only shall be required of such owner-occupant. Such bond shall be on a form prescribed by the Solicitor and shall contain therein an authorization to charge such owner-occupant for any sum necessary to replace and/or restore any damage caused to Village property during construction, or for the proper grading or draining of the premises, if not completed as required by this Building and Housing Code and the Planning and Zoning Code.

(e) Deductions from the above deposits shall be made for all sums necessary to replace and/or restore any damage to Village property, or for grading or drainage, if not completed as required by this Building and Housing Code and the Planning and Zoning Code. Such deposit shall also be a guarantee for repair of any damage done to public or private property and/or cleaning required to be done to public or private property by reason of such construction operation. If any damage occurs during the construction operation which shall not immediately be remedied by the owner or his agent, the Village shall have the right, without notice to the owner or his agent to repair such damage or to do any cleaning and reimburse itself from



such deposits for all expenses so incurred. In such event, the owner or agent shall upon demand immediately reimburse the deposit fund to bring it up to its full original amount. If the owner or agent fails to make such reimbursement, the Building Inspector may issue an order stopping all work on the project until reimbursement is made. After construction work has been completed and any necessary repairs or cleaning are completed to the satisfaction of the Building Inspector, the deposit shall be refunded. (Ord. 1987-37. Passed 8-10-87.)

(f) Whether or not the deposit was made prior to the effective date of this subsection, when more than twelve months have passed since the making of any initial deposit required under this Chapter 1440, and further, where no significant activity is occurring with regard to the construction activities associated with such deposit, then the Building Inspector shall cause a notice to be sent to the depositor and owner setting forth any Village requirements then outstanding, and allowing said depositor and/or owner 30 days to remedy such deficiencies. After the expiration of such 30 days, if the deficiencies have not been remedied, the Building Inspector shall cause a notice of forfeiture to be sent by certified mail to the depositor and/or owner and allowing for ten days from the date of said notice in which the depositor and/or owner may appeal such proposed forfeiture in writing to Council by certified mail. If no such appeal is timely received, said deposit shall be forfeited to the Village. At Council's discretion, all or a portion of such deposit may be refunded to said depositor and/or owner. In such event, Council may also determine to retain a portion of such deposit in order to defray any reasonable cost to the Village associated with the forfeiture procedure, including, but not limited to, office overhead, postage, labor, and legal expenses. (Ord. 2003-25. Passed 8-11-03.)

1440.07 ELECTRICAL INSTALLATION FEES. (REPEALED)

(EDITOR'S NOTE: Section 1440.07 has been repealed pursuant to Ordinance 1985-69, passed December 9, 1985.)

1440.08 RESIDENTIAL PLUMBING INSTALLATION FEES. (REPEALED)

(EDITOR'S NOTE: Section 1440.08 has been repealed pursuant to Ordinance 1985-69, passed December 9, 1985.)

1440.09 HEATING INSTALLATION FEES. (REPEALED)

(EDITOR'S NOTE: Section 1440.09 has been repealed pursuant to Ordinance 1985-69, passed December 9, 1985.)

1440.10 GAS PIPING INSTALLATION FEES. (REPEALED)

(EDITOR'S NOTE: Section 1440.10 has been repealed pursuant to Ordinance 1985-69, passed December 9, 1985.)

1440.11 AIR CONDITIONING AND VENTILATING INSTALLATION FEES. (REPEALED)

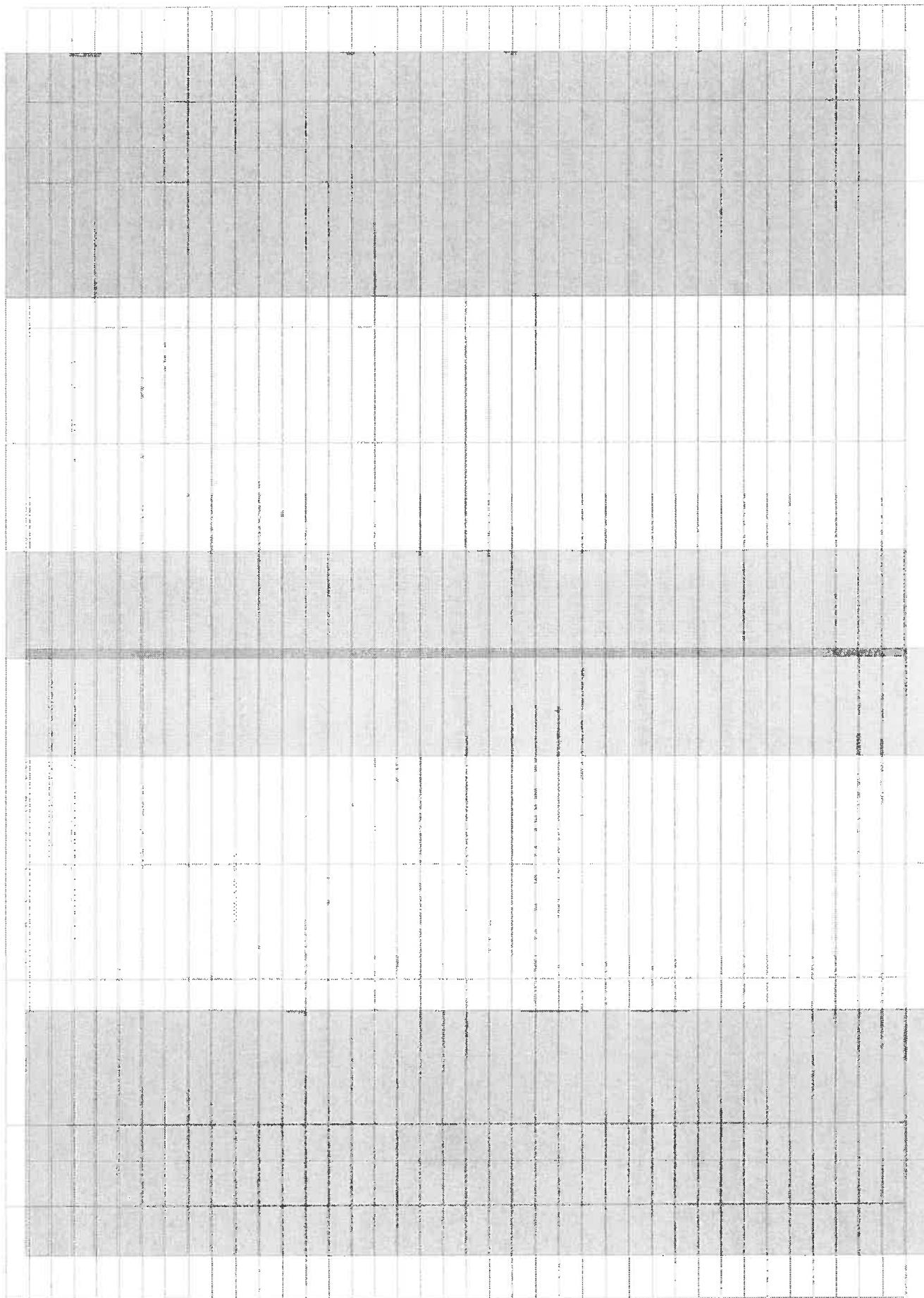
(EDITOR'S NOTE: Section 1440.11 has been repealed pursuant to Ordinance 1985-69, passed December 9, 1985.)

1440.12 SURCHARGE FOR UNAUTHORIZED WORK.

Where work for which a permit required by this chapter is started prior to obtaining the permit, the fees required for the permit shall be doubled, but the payment of such double fee shall not relieve any person from fully complying with the lawful requirements of any State law or Village ordinance. The penalties provided in Chapter 1450 shall be in addition to such double fee. (Ord. 1982-34. Passed 11-8-82.)

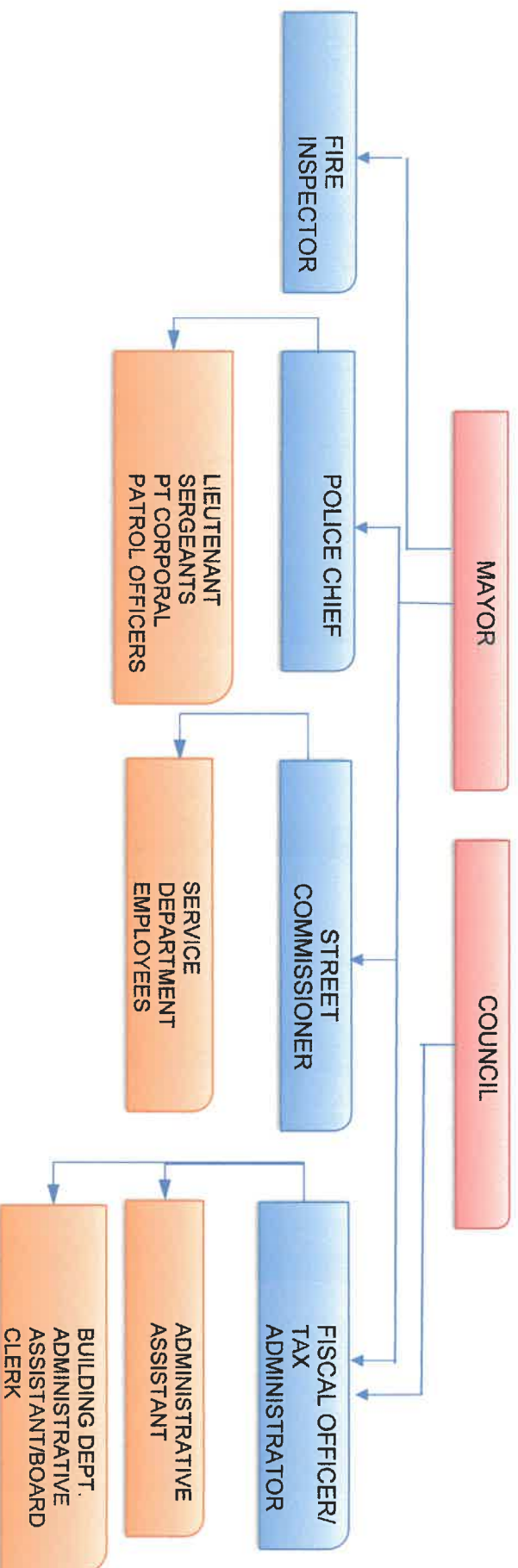
1440.99 PENALTY. (REPEALED)

(EDITOR'S NOTE: Section 1440.99 was repealed by Ordinance 1980-32, passed June 10, 1980. See Chapter 1450 for general Code penalty.)



Village of South Russell

ORGANIZATIONAL CHART



Building Committee Minutes

04 June 2020

Attending:

Danielle Romanowski
Nancy Grattino
Jerry Canton
Chris Berger

Meeting called to order at 8:03AM

1. Discussion of Monthly Business Activity and Financials. NG reported that permits were down in May 2020 compared to 2019 but that registrations were up. Overall, the department is up over 2019 levels. DR to provide a detailed comparative schedule to the Committee for review. NG discussed the BZA and its fee structure. Confusion over what part of the deposits the Village keeps and what part is returned and why. See point 7 for further discussion. NG also offered that complaints were not being tracked and that there was a list of active complaints being administrated. NG and DR agreed to work together to create a summary document of complaints to help understand the activities of the department.
CB asked about the revenue stream for the Building Department (BD) and where the funds are generated. The cable fees have been reported as part of the Building Department, but DR stated that this is in error and agreed to review and revise the Bldg. Dept. budget accordingly. CB stated that this error had been included in financial statements for several years and that he only wanted to see the budget clarified – one way or the other.
2. JC discussed the investigation into septic tank systems, the differences in such systems, and the danger if not handled properly in preparation for Monday night's meeting with the public. The Committee discussed the history of the issue in the Village. Further, JC stated that the State has an annual inspection requirement for septic systems installed after 2007 with a \$150 fee that should be administered by the County. The County has not been doing the inspections due to a lack of manpower.
JC asked DR to provide a written description of the potential Franklin Software changes with pros and cons to spending money on the system. DR briefly reported her findings with concerns that the software would require manual manipulation to create the data base and track enforcement – this was a step back from where we are currently. The "upgrade" would cost \$6995 plus an \$840 a year service contract. In addition, extra labor would be required to keep the system updated. NG noted that the increased complexity of sending and tracking reminders with no income stream to the Village made little sense.

3. CB reported that SafeBuilt had offered a brief quote for handling all BD functions – without detail the quote sweeps all fees from the Village to SafeBuilt in addition to a \$50,000 a year (paid monthly fee). More discussion will be done by the Committee in preparation for the July Council Meeting.
4. The safe has been purchased and is in place but not yet permanently attached. DR and NG are making sure the location meets their needs before having the Streets Department finish the install. NG and DR have the combination. DR said Adam Lechman (AL) would also get the combination.
5. NG reported that the Fee Structures now in place need to be reviewed and revised. NG gave an example of the Shed fee structure which seemed to be confusing and in conflict depending on size. Further, deposits made that are always returned at the end of the project require the handling of NG, DR, and AL both incoming and outgoing. Why do we waste the time?
CB suggested that we create a priority list of those fees that need to be reviewed/revised based upon frequency and income impact. NG, Dave Hocevar (DH), DR to create the list. Further, NG, DH to contact comparable municipalities to get their fee schedules for comparison. CB suggested that 60 days be allotted to create the list and that a report in August be submitted to evaluate proceeding with the review and revision. The Solicitor will need to be involved with changes to Ordinances, so we want to be organized to minimize expenses. CB suggested that 2 additional hours a week be allocated to NG for the next 60 days for the purpose of creating the list. JC to present to Council on the 8th of June for approval.
NG also reviewed process for inside inspections for DH to be safe in homes. DH has reduced inside inspections during Covid-19 for safety reasons. The plan is for DH to do more as needed in a safe manner – mask, etc.
6. Work hours for Nancy to continue to be 25 hours per week plus 2 additional hours per week for work on the fee schedule subject to Council approval.
7. The Committee again reviewed inconsistencies in fee retention schedules and decided that a comprehensive review was necessary.
8. The Clemans Nelson study from August 2019 was distributed to all members of the Committee for their review. CB noted that the study appeared to be based upon a need to be revenue-cost balanced. DR noted that the Village is not a business and that departments are not to be self-sufficient but part of an overall program to serve the residents and commercial businesses of the Village. CB stated that as the Committee continues to review BD practices and staffing, this study would be included for consideration.

9. NG provided an update on Fernwood property. The property was reviewed by NG and DH. They believe there has been significant improvement to the appearance of the property and communicated their findings to the prosecutor. A Court Hearing was held on 1 Jun 2020 at which time the resident paid court costs of \$169 and the case was dismissed. NG said that she and DH would continue to review the property to ensure compliance. The resident that made the initial complaint was notified of the resolution of the case.

NG and DH are going out into the community – DH is the acting Zoning Inspector and NG is providing administrative assistance. There are several properties that have been cited for grass not being cut, etc. NG is managing the process.

The meeting was adjourned at 9:28AM. The Building Committee Chair then called for an Executive Session to discuss the employment of a public official. The Executive Session was attended by Mayor Koons, JC, and CB.

Minutes approved by:


Gerald Canton, Chair

Building Committee Minutes

02 July 2020

Attending:

Mayor Bill Koons
Nancy Grattino
Jerry Canton
Chris Berger
Dave Hocevar


Meeting called to order at 8:00AM

1. Discussion of Septic Tank Standards, the number of systems, and size of tanks. The type of system and size of tanks has an impact on the time in between cleanings. JC and CB presented some of the information they had compiled for a presentation and recommendation to Council on July 13th. BK asked what the effective date of the amendment would be? Everyone agreed to January 1, 2021 for the effective date. NG to send out letters to homeowners in the effected dates (July 13 to Dec. 31) once the amended Ordinance is passed by Council to inform homeowners how the Village will handle the transition – Homes due for cleaning under the old rule will be allowed to defer, if desired, until 2021.
NG was asked if the software date change would be a problem? NG thought not but would review and advise immediately if she encountered a problem. NG also noted that no property transfers happen in SRV without a septic inspection to make sure systems are functional for new homeowners.
2. NG was asked about work on fee schedules. NG has talked to neighboring communities and is compiling a comparative list of fees for discussion at August meeting. NG to report specific hours spent on the project to JC by 7/13/20.
3. DH asked about Political Signs as there have been complaints. BK noted that previous solicitors had looked at the SRV Ordinance on political signs and expressed concern that this issue touches upon First Amendment Rights and should be handled carefully. See *City of Ladue, et al. v. Margaret P. Gilleo*, 114 S.Ct. 2038. DH reviewed the State Code which no longer places time limits on political signs. The Building Committee should consult the Solicitor and other municipalities to write an amendment to the SRV Ordinance. SRV should then publicize the new Ordinance – Newsletter, etc.
4. Zoning issues – currently, the Building Department has 8-10 active zoning cases generated by complaints according to NG and DH. DH said they just don't have time to properly patrol the Village and find issues. They only can react to complaints. DH thought that they should be dealing with at least double the cases they have.

At 8:55AM, CB made a motion to move to Executive Session to discuss the employment of a Village employee. JC seconded. JC and BK concurred. At 9:40AM, CB made a motion to adjourn the Executive Session, return to the Building Committee Meeting and

move adjournment of the Building Committee Meeting. Seconded by JC. CB, JC, and BK
voted aye. Meeting adjourned.

Minutes approved by:


Gerald Canton, Chair

Building Committee Minutes

16 July 2020

Attending:

Mayor Bill Koons
Nancy Grattino
Jerry Canton
Chris Berger
Dave Hocevar

Meeting called to order at 10:17AM

1. JC reviewed the results of the Village Council Meeting of 07/13/20. Introduction of Septic Tank Standards. Expectation that the amended Ordinance would be enacted as of January 1, 2021. NG asked about implementation of the new standard, changes to the computer tracking system, and notice letters. BK noted that we had four months to prepare for the change. NG is to review and advise what processes need to be changed and if she requires help from computer software advisor, etc. NG to report to the Committee at the next meeting.
Tom Mulezky (spelling apologies), a Village resident, advised that the Building Department statistics on Septic Tanks was in error as he claims to have a 2000 gallon tank which the Village is unaware of. The Building Committee thought that the resident probably had two 1000-gallon tanks, but NG agreed to contact the resident and confirm and update the Village records.
DH and CB brought up the issue of alarm systems for septic tanks that alerted residents that their system required cleaning. This option was raised at a Septic System Webinar attended by BK, JC, and CB. DH was to investigate and report back if such alarm systems might be worth consideration by Village residents.
2. NG raised the issue of office furniture for the Building Department. NG was to provide a list to BK and then to discuss at the next Building Committee meeting.
3. NG explained the variance approved by the ZBA for 106 Laurel for a 3rd car garage. DH stated that the variance, while within the zoning rules, was a concern. DH and NG to get clarification from the ZBA on the matter and report back to the Committee.
4. Zoning issues – DH was concerned that zoning violation notices that are time sensitive were challenging under the time constraints of the department. Further, NG expressed concern mailing the notices requires going to the post office for a “proof of mailing”. JC and CB to discuss with the Fiscal Officer to see what solution could be achieved.
5. NG updated her efforts to research permitting ordinances and associated fees. Priority #1 is to amend 1440.05 from a flat \$100 to a minimum of \$100 or 1% of the project – whichever is higher. DH confirmed that this was standard practice at neighboring communities. Intent is to introduce an amended Ordinance for January 1, 2021 effect. The revenue increase is estimated by NG and DH at \$20-25K per year.

6. NG reported that there are issues with complying with the Bank Deposit rules as implemented by the State. JC stated that we have to comply with the rules. NG was to discuss with the Fiscal Officer to coordinate.
7. NG reported that the Village was in the process of having its first Commercial Plan Review since she was hired. NG and DH working together to make sure the process goes forward and to report any issues to the Committee.

At 10:48AM, JC made a motion to move to Executive Session to discuss the employment of a Village employee. CB seconded. JC and BK concurred. At 11:28AM, CB made a motion to adjourn the Executive Session, return to the Building Committee Meeting and move adjournment of the Building Committee Meeting. Seconded by JC. CB, JC, and BK voted aye. Meeting adjourned.

Minutes approved by:


Gerald Canton, Chair

**Joint Building, Finance, and Human Resource Committee Meeting
July 31, 2020– 8:00 a.m. at Village Hall**

Present: Berger, Canton, Carroll, Koons, Nairn, Porter, Romanowski

Guest: Collin Cunningham, CVT

Porter called the meeting to order at 8:00 a.m. He stated the meeting pertained to the Building Department. Porter referred to the Building Department recommendations distributed by Canton and asked him to explain this report compared to the previously distributed report. Canton referred to page 2 and indicated there were five points of interest. Porter asked Canton to explain why the Building Department needed a Building Department Administrator instead of the current staffing. Canton explained that the committee had done quite a bit of research which included contacting the county and a private organization to see what they could do to help with the Building Department. Canton stated that the county was short staffed and could not help the Village as much as one would think. SafeBuilt did not seem like a feasible option because of its philosophy and cost. Canton reported that the Building Department was experiencing an increase in activity, even during the pandemic. He and Berger felt that the responsibilities in the Building Department and the role the Building Department Administrative Assistant/Board Clerk had as the secretary should be expanded.

Carroll stated that the county would have to conduct the Village's inspections if the Village were to eliminate the Building Department. This is part of the tax structure. Members of Council met with the county a year ago and had discussions with the Building Inspector. Carroll referred to the committee's analysis and asked if the committee's recommendation was based solely on the number of permits. Canton stated no. Carroll explained that in reading the report, it appeared to be based on permits. Carroll addressed the Clemans Nelson analysis and advised that at the time of the analysis, someone had described the Clemans Nelson personnel conducting the analysis as "college kids." Carroll clarified that one of the individuals was an attorney and the other had a BS in HR and Business Administration as well as a certification in HR Management and Analysis. They have done job task analysis for multiple communities in the State and within Geauga County. When they conducted the analysis, they looked at not only permits, but workload, call volume, walk-in traffic, and some of this data was not easily provided to them. As a result, some of the analysis was difficult to determine. This was not a new topic. The right sizing of the Building Department had been studied for numerous years by previous Councils. Carroll had previously discussed with the former Building Department Administrative Assistant/Board clerk the concept of her becoming the Zoning Inspector. He clarified that what was discussed was about making the position because making the position and the person who would fill the position were two different issues. In just discussing the position, if it were going to include Zoning Inspector and Administrative Assistant, it would make sense for the position to be 24 hours a week with potentially an additional maximum of 10 hours for Zoning. With an additional five hour factor, this would bring the position up to 40 hours, which made sense to him. Carroll further explained that the previous committee also had discussions about combining the Fire Inspector and Zoning Inspector positions. This concept fell off the radar.

Based on what the current Building Committee put together and based on what Clemans Nelson previously stated, making the position full-time without the Zoning Inspector duties did not make sense to him. The position would include being an Assistant Zoning Inspector where Dave Hocevar would be the Zoning Inspector. Carroll acknowledged that Hocevar had been doing it, but Council had been made aware on numerous occasions that he did not like, nor did he want to do it. Carroll stated he struggles with the dysfunction coming from the Department and struggles with the fact that Council has looked at this issue for well over 18 months.

Carroll advised that he was not even addressing the person the committee was proposing for the position, because he had serious concerns with this. Referring to the proposal, making the position full time just because the Building Department Administrative Assistant/Board Clerk was busier would only make sense if the Zoning Inspector were added. This would be additional responsibilities. Carroll advised that he was aware that there could be some issues with the taking of money by one person who is acting as both Administrative Assistant and Zoning Inspector, but he understood there could be a way to work around this. Carroll stated he struggled with the report that was put together by the committee and flagged areas of concern which included disparaging remarks against Clemans Nelson, whom Carroll believed did a good job with the analysis. What he derived from the committee's report was that permits had increased, but he indicated these were remodels and some tear-down/rebuilds. Some of the permits were for single occupancies. In looking at quantity and impact on residents, he questioned how many residents received direct inspections. He pointed out that a single project may have four or five permits. Relating to there being more work, he did not want to be jaded that the committee was just counting permits. He was not convinced that the permits were not blown up. Council had discussed right sizing the Building Department, which was included in strategic plans. It was not a new discussion. It just seemed like the discussion kept coming back to it having to be full-time. In conclusion, Carroll stated that if the position would be doing Zoning Inspections, there would be hours to justify it increasing to full-time. However, without taking the primary responsibility of Zoning Inspections, Carroll did not see the justification for 40 hours. Additionally, regarding the salary, the first Carroll had heard of it was at the last Council meeting without the benefit of it being discussed by Finance and HR Committees. Clemans Nelson had been brought in to do a detailed salary analysis. Council wanted an independent analysis because there were very arbitrary salaries. There were previous employees who would say how much they should make, and the Mayor would come to Council and say that was right. It was very contentious. Clemans Nelson was brought in to do a comprehensive salary analysis to see where the Village was. The findings were that some people were paid a little lower and some were at the high end of the recommendation. Carroll expressed concern with the \$26.00 per hour recommendation, noting that the individual already started at the top of the pay range because of her experience. Usually, a part-time employee was paid a little more than a salaried employee because of the difference with benefits. Carroll stated the salary was another concern for him. He wanted to see the justification for it.

Berger stated he was not on Council when Clemans Nelson did their analysis. He was not hung up over the fact that because they were paid \$5,000 that the quality of their report somehow became sacrosanct. He could not recall how many times he had read consultant reports in his private industry. His opinion stood that the report was written to justify a position, and not to come to a conclusion. He believed this. He believed they were handed a note that said, 'here is

what you have to come up with' and that was what they wrote the answer for. Why the Village hangs its hat on Clemans Nelson, Berger stated he did not know.

Berger stated the Village currently had a Zoning Inspector, adding that it was in Hocevar's contract that he was the Zoning Inspector. The thought was that the Building Administrator needed additional hours to work on zoning issues and they were working together between Inspection Solutions and the Building Administrator to accomplish this task. Berger stated that it was clear that more hours were needed to do all the things that were listed as job functions for the Building Department. He questioned hiring another part-time person, or two part-time people, or splitting the job into four or five pieces, and added that maybe this was an answer. He did not know where these people would be found, but said it was a possibility. Berger stated that the committee looked at the situation and said they had someone capable of doing all the work that needed to be done and needed to create a job description that covered all the work. If this made sense, this would be the direction they would take. The committee chose a path based on what the jobs were that needed to get done and what they knew to be talent available to them.

The suggestion that the permits were based on remodels and not new buildings and therefore somehow the permit process was easier was a misconception. Porter asked why this was the case. Berger stated it was the same amount of paperwork whether someone was doing a completely new project or a mechanical permit for a rebuild. The work was the same irrespective of the type of project being done. The main job functions of the Building Department Administrator included permits, registrations, management of the septic tank cleaning process, Board Secretary positions, and the zoning issues. Berger provided the committees with the job description for this position. Rather than rewrite three job descriptions, he just attached them as additions to a main page. He stated that if the committees were interested in looking at it from a budgetary or HR perspective, he was all ears. However, if it were a matter of being critical of the structure, it could be a short meeting.

Porter asked if the committee envisioned the full-time Building Administrator to be in addition to having the part-time or full-time Building Department Secretary. Berger stated this replaced all the pieces. Carroll asked if the position would be a Department Head. Berger stated no, it was not intended that this person would be the Department Head. Carroll asked if the individual would be reporting to Mayor and Council. Berger stated the position would report to the Mayor as Department Head. Carroll stated that some positions previously adopted report to Mayor and Council, which was the recommendation of the Solicitor. Porter asked if there was an advantage to only reporting to the Mayor instead of Mayor and Council. Berger stated he was a proponent that the lines of authority be clear, and stated it was tough to serve multiple masters. If the individual reported to the Mayor, then it was very clear who the boss was and who was making the decisions in terms of how the work was being accomplished. If Council were added, then there was a potential issue of the individual going from one to the other to get the desired response. If it were one person to whom the person reported, then it would be clear.

Carroll stated it was ironic because this position had a direct report, but the individual in that position would go to the committee, to the Mayor, and was not following the direct chain of authority that was granted to the position's supervisor. While he believed Berger believed his own words, in practice this did not occur with the current individual in the position. Carroll

stated it was a Pandora's Box, and clarified that Council had been in this position before where there were employees who started at one position and then who wanted more and needed more help. Carroll stated he was still open minded about allowing the committee to make the position full time but was being cautious. If the position were used properly, he could see it being full-time. He added that when talking about part-timers, there was an awesome opportunity for a period of six weeks before COVID-19 when the Fiscal Officer and her Administrative Assistant and the Building Department Administrative Assistant/Board Clerk were working out of the same office. There was the opportunity to cross train, and the potential to have coverage of the office from 8:00 to 4:00 p.m. However, COVID hit and the individuals were separated, which did not help. The Village did not have this flexibility currently, and probably would not in the foreseeable future.

Porter stated that Carroll referenced full-time and asked if he was speaking of the Building Department Administrative Assistant transition from part-time to full-time, or was he referring to the Building Department Administrator full-time. Carroll stated that it was still the Administrative Assistant. He cautioned about the use of the title Administrator and stated if there were a Village Administrator, there were titles and responsibilities that go with this. Porter agreed. Carroll stated it was a full-time Building Department Administrative Assistant because she would be assisting the Zoning and the Building Department. Carroll said he would be more inclined to keep it as a full-time Building Department Administrative Assistant versus Administrator. The Administrator title gave him the impression that this person would oversee Hocevar. Carroll asked the committee if this was what they were thinking. Would Hocevar be reporting to the Building Department Administrator or would both positions report to the Mayor. If this were the case and the committee was recommending full-time, he would keep it as the Administrative Assistant versus the Administrator.

Berger stated he did not get hung up over titles. He looked at the work that was being done. That position would not be signing the contract for Inspections Solutions. That contract was being signed by the Department Head, who happened to be the Mayor. Berger stated no, Inspection Solutions would not report to that position.

Porter asked Nairn if she wanted to comment. Nairn advised she was taking notes.

Regarding Clemans Nelson, Canton asked Carroll if he knew how many hours the staff was on the Village campus actually observing the work being done. The Fiscal Officer did not have the information on hand but stated it would be on the billing statement. She would provide this to Council. Canton stated that his experience with time studies occurred when he was working in industry. There were times he worked five to seven days a week, 80 hours a week, depending on business. Several times in private industry, time studies were conducted of his position, and it involved the staff being present for eight hours every day for two weeks.

Regarding part-time wages, Canton acknowledged Carroll's statement that part-time workers might make a little more money hourly without other benefits. He wanted to make sure the committees knew that the current Building Department Administrative Assistant/Board Clerk would not be taking any health care benefits. He believed that would amount to \$14,000 per year for a family. However, Canton stated the Building Department Administrative

Assistant/Board Clerk was interested in the Health Savings Account (HSA). The Fiscal Officer stated that the Building Department Administrative Assistant/Board Clerk could not have this without having the health care benefit. She added that in government employment, service time with other employers was carried over. The Building Department Administrative Assistant/Board Clerk could possibly have over 14 years past service time, which would make the individual possibly eligible for three weeks' vacation after a year and then after that, four-weeks' vacation. 45 days of sick time could also be carried over from a previous employer.

Canton stated he wanted to refresh everyone's memory that the Village had well over a half billion dollars of assets in the Village. He believed an amount like that deserved a full-time person in the Building Department. He stated the Building Department was a service like the Service Department and like the Police force. Although it was true that if needed, the county could serve as the Building Department. He added that after speaking with the county, they did not seem enthusiastic about this because of budget restrictions and the fact that they were understaffed. Canton said that Council was not enthusiastic about defunding the Police Department and having the Sheriff's Department take over. Canton stated that the local government was there to serve. The Building Department, like the other departments, played a significant role in what made the Village a special place to live.

The Mayor addressed Carroll's statement about the dysfunction of the Building Department and stated he had not seen that. He added that he had received zero complaints from anyone. The Mayor said that the United States Geological Survey (USGS) would be coming to make proposals for the water wells, which was an \$8,000 situation and they come every year. The Mayor stated he did not respect what Clemans Nelson did because they never came to Council with a presentation. He never spoke to a person from Clemans Nelson although the report stated they spoke to the administration. The Mayor added that they never spoke to past or present employees. They came on a Monday morning and were gone Monday afternoon. They sat and watched the former Building Department Administrative Assistant work. He did not respect what they did. The Mayor researched Clemans Nelson and spoke to people in other communities and the Mayor said they have some things they do very well and some things they do not. He was not impressed with them and is still not.

As far as staffing levels of the Building Department, he spoke of 15 years ago when it was staffed by "Dave, Laura, and Maggie." The Mayor stated this was 84 hours a week. When the economy was slow, Hocevar would be rented out to Chagrin Falls for \$75 per hour, which is his asking price ten years later. When Hocevar left, Maggie left. The Mayor stated that Laura (Heilman), who had been a part-time Building Inspector and secretary worked 40 hours a week and was given an assistant, which was 65 hours a week. The Mayor stated that Council was asking the Building Department staff to do the work in 25 hours a week plus five hours from Hocevar. He stated that the job cannot get properly done in 30 hours. As for more employees, he stated that the Village was half a guy short in the Service Department without the high school summer help. He stated the Village had only added an assistant in the Fiscal Office who probably should be a full-time assistant. The Mayor did not know why in the ten weeks from January until COVID-19, cross training did not get done any better than it did. He looked at the numbers of 84 down to 30 and two guys trying to cover 400 square miles. He added that the Village had a guy who was one of the best in the state. Porter pointed out that the Village was 4

square miles. The Mayor stated it got done well. The Mayor added that the department had been busy with Architectural Review Board (ARB), Planning Commission (PC), and Board of Zoning Appeals (BZA). They had seven items at the last ARB meeting. There was a lot going on and no complaints about the performance of the Building Department from anybody from those boards, who are all volunteers. He thought they were functioning but scrambling. The Mayor stated it was bad when there were no minutes coming in on time because the work was not getting done.

Nairn appreciated the research that had been done on the matter and added that it had been ongoing for a very long time. She stated that she had concerns that every resident in this Village who paid taxes was paying for two Building Departments, the Building Department in Chardon and the Building Department in South Russell Village. It was difficult for her as a tax payer to justify two full-time Building Departments. Porter asked Nairn what she thought about having a separate Village Police Department and paying for a county Sheriff's Office. Nairn stated that she saw Porter's point, but for her, safety preempted everything. She added that perhaps the department was a little top heavy although there were officers who were retiring and leaving. She clarified that the Village still had nine officers, and added that in an emergency, she would want to rely on South Russell Police and not the Sheriff's Department because of the geography. Porter added that the Village was a long way from Chardon. Nairn thought the comparison was that of an orange and an apple. The Building Department could not be compared to the Police Department. She understood there was a lot of activity and that although the Village was built-out, it was cycling over into an era of remodeling. This was how she justified the existence of the South Russell Village Building Department. However, she expressed her concern about using tax dollars to fund two full-time Building Departments. She added that it was a small community of four-square miles with a population of approximately 3,700. To have a full-time Building Department for this area and population was hard for her to get her brain around currently.

Berger asked Nairn if she was willing to give up all the local zoning that had been passed by Council. If the Village used the county services, the county would not enforce any South Russell ordinances regarding zoning issues. They would only enforce county regulations. Berger cited the Septic Ordinance as an example. Nairn stated she was not in favor of giving up the Building Department nor had she said that. Berger clarified that there would be a different set of rules living under the county jurisdiction as opposed to having a Building Department for South Russell. He wanted to be sure Council was aware of this, that the Village would lose the BZA and ABR and there would be no control of how the county managed what happened in the Village in terms of building.

Carroll agreed that control would be lost and clarified that the value added in having a Building Department gives the Village the ability to have zoning that is stricter in some things that the Village wants. He added that he could argue that in looking at the lighting issues and house on Daisy Lane despite strict zoning, the Village had some really goofy things that had occurred, nonetheless. Carroll posed the question of whether there was value added. He answered there was value and said to dismantle everything would be very challenging. The part-time model worked well. Coming full circle and making it a full-time Administrative Assistant would keep

the value added with zoning and some of the control the Village had. He did not want to belabor this.

Regarding the health care and salary issue, Carroll advised that if he were to waive health care with his job in Lyndhurst, his salary would not increase. It is a benefit offered to the employee. He added that sometimes there is an ancillary benefit that provides a payment for someone who waives health insurance. He clarified that he would not receive \$14,000 more in his pay for not taking health care benefit. Carroll asked the Fiscal Officer if there was an ancillary benefit, and Berger stated it was \$1,000 per year. Carroll stated that with this benefit he would never increase someone's salary just because they were not taking health care.

Regarding dysfunction of the Building Department, Carroll stated there had been dysfunction. Perhaps it was not with the residents, although there had been some minor issues, but within the department itself and with previous employees. Carroll stated that at a previous Council meeting, a former disgruntled employee wrote a letter to Council that was completely off-base. He believed this implied dysfunction. Another example was when Council recognized the fact that the past practice of what this employee and the Building Inspector, who was on retainer were doing in the department was an illegal process according to the State and County Auditors. When Hocesar was full-time, there was big value added. Now, the Village was in a position where it could live with a part-time inspector and full-time Building Department Administrative Assistant. The remainder of the matter to be addressed would be the job description, salary, and benefits package, which the Finance Committee would need to discuss. He was unclear how the committee determined the salary and suggested contacting Clemans Nelson. Carroll acknowledged that the Mayor did not like the report but stated that there were things Clemans Nelson did well including the salary analysis. Carroll wanted some substance on how the salary was determined and the justification. He added that he was addressing the position, not the person.

Porter asked Canton or Berger to address how the salary range was determined for the Building Department Administrator position. Canton stated that the individual who was currently working in the Department was at \$23 plus per hour. Berger clarified it is \$23.59. The individual wanted to be bumped up to \$26.00 per hour because of the added responsibility. Canton indicated the high end was to allow for future raises. He added that they could have made it \$1 to \$100. Porter clarified that Carroll was asking how the committee determined that this was the appropriate range for that position. Did they compare it to other positions in other Villages with similar job duties and descriptions? Did they then determine that the range was not at the high or low end but in the middle? Canton stated it was difficult when he was making the calls and spoke to individuals from different areas of Geauga County. They might have had one person that wore many hats and there was no way for them to come up with how much of the hourly wage went towards the different aspects of the job. The townships were of no help because they did not have a Building Department. Porter clarified that the committee called other villages and townships about their Building Departments in order to figure out what was done. Canton stated he called a couple of townships and was told they could not help him because they use the county. Canton asked Berger or the Mayor to expand on the matter.

Berger deferred to the Mayor. The Mayor stated he spoke to Karen Indress of Bainbridge and asked her what the Administrative Assistant was paid. He spoke to Dan Fritz, the Mayor of Moreland Hills, and was told they pay in the mid \$50,000 for full-time. This would be more than \$26 per hour. The Mayor spoke to Laura Heilman and found South Euclid paid \$24.23 per hour. He thought this was a good range and added that he always looked to Moreland Hills and said it was the only real Village to which South Russell could compare itself. He had not looked at salary schedules for Chagrin Falls, but in the past had asked and was told the office workers made \$55,000 per year, which was less than \$26 per hour. The Mayor could not remember what the Building Department Administrative Assistant/Board Clerk received in Brecksville.

Carroll stated that although the Mayor preferred to look to the west, he thought that Cuyahoga County communities were very different. Carroll stated he identified as a Geauga County resident in South Russell, OH, not as a Chagrin Falls resident. Although he appreciated the analysis, he wanted more information. He added that it was unfortunate that the Village no longer had Clemans Nelson because this would be something they do very well. They looked at a lot of comparable communities when they determined the salary data. The Finance committee could look at this more to see what would make sense and work with HR on a detailed job description through a query with other communities.

The Mayor said he did not know what county Building Department staff earned. The Fiscal Officer stated that through her clerks' group, she could easily contact surrounding communities for job description and salary ranges. If they were to provide the title, Administrator, it would create an issue where it would be difficult to do the comparable. Job descriptions could be compared with the actual duties and then associated with a pay range. She would do a records request of the clerks and finance employees in Geauga and Cuyahoga Counties.

Porter addressed a community identified by Galicki previously that was the Village's twin. The Mayor stated it was Plain City. The Fiscal Officer advised Clemans Nelson had contacted this community, and she could utilize this information. The Mayor stated that he receives information from Plain City and added that they had a swimming pool, splash pads, concerts and noted how it was amazing how different they were. The Mayor stated that Council would be back to apples and oranges with what Plain City was doing.

Carroll stated there was information the Finance Committee needed to obtain to present to the full Council about salary for the position, assuming it went full-time. Additionally, HR should have an opportunity to look at the detailed job description again so that when they reconvened, suggested changes could be made. Carroll asked what the office hours would be if it were to become a full-time position. The Mayor stated that his opinion was 8:00 a.m. to 3:00 p.m. Monday through Thursday. The office would be closed on Friday, but the employee would be frankly hiding in Dave's office so she could get her work done and minutes done. This would be seven hours a day, five days a week, which was 35 hours. Then there would be nighttime meetings and the minutes that would go with this which would make a 40-hour week. He thought in some cases, some weeks there would be a situation where there might be two meetings in one week, so there would be two nights out and two sets of minutes. There would be weeks when the person would work over 40 hours and then in that week or the next week that person would not work on Friday just to keep the hours averaged at 40 hours.

Carroll stated that often, the board meetings were cancelled. The Mayor agreed. Carroll continued to explain that often, the meetings are short. The Mayor agreed that some are. Carroll asked how this would work. He understood the concept of flexing the schedule, but keeping the office open 8:00 a.m. until 4:00 p.m. Carroll thought the hours seemed too arbitrary. He noted there were 27 times since October that the Building Department Administrative Assistant/Board Clerk was there after 8:00 a.m. when the office opened at 8:00 a.m. Carroll advised that the matter of tardiness was discussed at the previous Council meeting. It was not feasible to have someone who would come in at 8:15 a.m. and who would stay until 4:15 so that time was made up. If the office opened at 8:00 a.m., the employee should be there by 8:00 a.m. Nairn added that the individual should be there before 8:00 a.m. so that the employee was ready to work at 8:00 a.m. Carroll added that the employee had an issue with the previous employer, and he did not want to go down the same road. He saw the Mayor's proposed schedule as opening the Village up to an opportunity of a lack of accountability for the time, as the person currently is not. It concerned Carroll. If this employee planned to take this position, Council needed to hold employees accountable. Carroll wanted the position to be concrete, strict, and laid out decisively on the expectations, roles, and responsibilities, and not that the employee had to work from home for some reason. Carroll clarified that Council would need to weigh in on the actual Building Department hours. He stated that if the employee had two evening meetings, having Friday as a flex day worked well. If there were no meetings, it would be expected that the employee would report for a full day of work on Friday.

Berger stated he wanted to keep the conversation separate between the individual doing the job and the job description for the position. He explained that regardless of the hours determined for the Building Department, it would be up to that person to meet those requirements. If the person could not, the Village would have to find someone else. He felt they were getting bogged down in the person and not the position. Every time Berger would say position, Carroll would say person. Every time Berger would say person, Carroll would say position. He wanted to just talk about the position and set the rules. If it was decided the current employee was appropriate, great. If not, they move on to Plan B.

Carroll asked about what conversation had occurred with the current employee about the position. He said it had been crossed over. Carroll agreed with Berger and said that through discussion, they had been able to wrap their heads around making it a full-time position and they had discussed the topic of salary and benefits. He then asked the question about time and what it was. They also had discussed the current employee taking it and added that the matter had been discussed with this person to the extent that she had indicated she did not want health care. This was how the discussion led over to the person. While Carroll agreed with Berger that the position was first and foremost what was being discussed and the hours of the position, if that person wanted the position, they needed to know that 27 times being late in the last quarter of 2019 was unacceptable if the employee wanted the position.

Concerning time, Canton stated that in his 36 years of education, he was never on time but always early. He strongly believed in this. When he became a Council member, he could not believe that the Village did not use purchase orders. He also could not believe that there were no employee evaluations, but that employees were granted 2 and 3% raises. Canton had never

worked anywhere that did not have employee evaluations. When it comes to being on time, every employee must be on the same plane. Dock the person! If the person was three minutes late, dock them three minutes. He did not know what was so difficult about this. Canton stated that they had gone back and forth, and he heard an individual say that the individual was chronically late. How was chronically defined and how did that person know? Were there telescopes looking at the door? If any employee were tardy, that person should call to say they would be late, and they should be docked. Canton thought that docking pay would be motivation to get in earlier. Canton suggested HR investigate the Service, Police, Building Departments, and Village Hall to make sure every single employee was where they were supposed to be at a particular time. If a person were late, they could get a verbal warning. If the person were late a second time, they could get a written warning. The third time, they would get docked. Fourth or fifth time, they would be dismissed. Porter agreed and said there was progressive discipline in the Village.

Carroll addressed meeting with Berger for a Finance committee meeting, and he asked HR to look at the job description to make sure it was in line. He expressed his concern with the title of Administrator and added that it was necessary to be careful with it. Full-time Administrative Assistant seemed more appropriate or Executive Assistant. Administrator would give it the connotation that the person was a department head and in charge. Porter stated that Administrator covered a lot of territory and could mean more than one would think.

Carroll acknowledged that it had been a long process but stated he thought he could get behind the understanding that the position should be a full-time position given the job description, responsibilities, and workload. He added that the hours needed to be examined and questioned the issue of paying overtime. He thought there were ways of building it into flex time. Overtime becomes self-fulfilling at times. Council needed to be tight on this. If it was earned, he had no problem with it. However, if it were kept too flexible, he was concerned. Nairn stated it was too loosey goosey and she did not like the sound of the employee hiding out on a Friday. Whether or not the Mayor meant it this way, overall, the ambiguous Friday was a gigantic can of worms. Carroll stated he could not disagree.

The Mayor stated that in his opinion, time would start when the computer was turned on. If employees were smart, they would not take off their coats or put down their lunch before turning the computer on. This would be the timeclock and time sheets would be unnecessary. He thought they had trained the current Building Department customers so they were not showing up on Friday and he would like to keep it that way. In January and February, it should slow down. He did not see why it needed to be open five days a week. The Mayor stated that if customers come knocking on the door or they called her and she was hiding out, she would come out and take care of them, which was what she did now.


There was discussion of using a phrase other than 'hiding out.' Carroll stated it had a bad connotation and had concerns about Friday, speculating perhaps the Building Department could be open from 8:00 until noon. Nairn stated it had to have structure. Carroll advised that they had just discussed for an hour about the value added and why it was needed because of time and hours involved in serving the residents. Carroll wanted to be sure the Village was serving the residents first and foremost. It was not for the convenience of the person holding the position. If

that person could not accommodate the schedule, then the Village would find someone else. Carroll wanted to be sure Council was driving the bus for the residents versus the employee driving the bus.

Porter adjourned the meeting at 9:05 a.m.

A handwritten signature in blue ink, appearing to read "Michael Carroll", written over a horizontal line.

Michael Carroll, Chair of Finance Committee

A handwritten signature in blue ink, appearing to read "Mark Z. Porter", written over a horizontal line.

Mark Porter, Chair of HR Committee

Gerald Canton, Chair of Building Committee

Prepared by Leslie Galicki

Building Committee Minutes

10 August 2020

Attending:

Mayor Bill Koons
Nancy Grattino
Jerry Canton
Chris Berger
Dave Hocevar
Bridey Matheney

Meeting called to order at 8:01AM. JC immediately called for an executive session to discuss the employment of a public official. CB seconded. Vote to approve. Attended by JC, CB, BK, DH, and BM. Voted to leave executive session at 8:54AM.

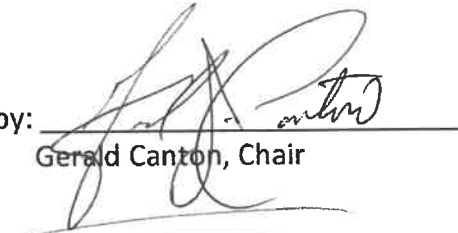
1. JC reviewed the proposed Septic Tank Cleaning Standards. NG was asked about changes to the computer tracking system. NG to contact the Village computer vendor and advise.
Tom Mulchay, a Village resident, advised that the Building Department statistics on Septic Tanks was in error as he claims to have a 2000-gallon tank which the Village is unaware of. BK texted the resident to confirm. The resident advised having a single tank divided into two- 1,000-gallon sections. NG updated the Village records accordingly.
2. NG to provide a list of furniture requirements to BK and then to discuss at the next Building Committee meeting.
3. CB raised the issue of capital expenditures for the next five years. CB to put together a spreadsheet and work with NG and DH to create a list.
4. Further discussion of the variance approved by the BZA for 106 Laurel for a 3rd car garage. DH stated that the variance, while within the zoning rules, was a concern. NG raised the issue that there needed to be a "hardship" by the homeowner in order to qualify for the variance. None was offered at the BZA meeting. So why was the variance granted? NG and BK to discuss with the Zoning Board.
5. The zoning variance in #4 led to a discussion of use and purpose for the oversized 3rd car garage and an inquiry if the garage would be used for a business purpose as the owner is a contractor? CB inquired if the Village required permits for home businesses and where there any limitations on what business could be operated out of a home? BK noted that a day care was in operation in the Village out of a home. CB asked if any inspections had been done to ensure child safety? BK was not aware of any. CB asked what should be done? DH said no Village inspections had ever been done on home businesses. BK noted that with Covid-19, everyone was working out of their home.

How could the Village manage the different business activities? CB suggested that if the home was the principal place of business, then the Village had a vested interest ensuring that safety, zoning, and building ordinances were enforced. DH concurred. BK suggested further discussion before recommending a course of action to Council.

6. Zoning issues continue to be addressed a presented to the Building Department. Currently, there are more than a dozen open cases.
7. JC initiated the discussion of the job position tentatively titled "Building Department Administrator". Several Council members at the Building/HR/Finance meeting on July 31, 2020 had concerns with the term "Administrator" and asked for a change in term. CB has suggested "Coordinator" to Council and is awaiting comments. The job description encompasses the three part-time positions of 1. Admin. Assistant, 2. Board(s) Secretary, and 3. Assistant Zoning Inspector. The position is full-time and qualifies for appropriate benefits. Department hours are 8AM to 4PM, M-F. Counter hours for the processing of permits and registrations are 8AM to 3PM, M-R, and 8AM to 12PM, F. The remaining hours are anticipated to be administrative and zoning enforcement related. Details were continuing to be resolved by HR and Finance and awaiting approval by Council. issues – DH was concerned that zoning violation notices that are time sensitive were challenging under the time constraints of the department. Further, NG expressed concern mailing the notices requires going to the post office for a "proof of mailing". JC and CB to discuss with the Fiscal Officer to see what solution could be achieved.
8. NG updated her efforts to research permitting ordinances and associated fees. Priority #1 is to amend 1440.05 from a flat \$100 to a minimum of \$100 or 1% of the project – whichever is higher. DH confirmed that this was standard practice at neighboring communities. CB asked for copies of other community ordinances. NG explained how the 1% is calculated but the process is subject to judgment calls and unclear. CB asked if there was a way to provide guidelines for calculating? DH and NG to review and advise. The second ordinance is the BZA and PC deposits which are almost uniformly returned to the appellant. NG suggested that other municipalities have a flat fee instead of a refundable deposit. The third issue was the \$25 zoning permit for fencing. DH has to inspect so the permit fee should at least cover the inspection costs. NG and DH to discuss and make a further recommendation. NG and DH to review all Ordinances and provide additional information at the September meeting.
9. NG reported that she had communication with the Fiscal Officer and would make sure the Building Department was in compliance with the Bank Deposit rules as implemented by the State. JC stated that we have to comply with the rules.
10. CB raised the issue of a petty cash box as discussed in the Finance Committee meeting of August 7, 2020. Maximum of \$100. NG thought that was good and asked for a process to paper trail turning in receipts and replenishment of the fund. CB agreed to have the discussion with the Fiscal Officer and Mike Carroll of finance.
11. NG again requested copies of ALL ordinances passed in the Village so that she could have the most updated records. CB again to contact the Fiscal Officer.

At 9:58AM, JC made a motion to adjourn seconded by CB and agreed. Meeting Adjourned

Minutes approved by: _____


Gerald Canton, Chair

Building Department

Building Committee Recommendations

South Russell Village

July 31, 2020

The Building Committee has determined that the Building Department is inadequately staffed to meet the needs of the Village. The Building Committee made this determination by analyzing past staffing levels and comparing to activity levels of past years for permits, registrations, inspections, ARB, BZA, and Planning Commission meetings, Zoning violations and responses, and Septic Cleanings and Responses. Based upon information previously submitted to Council, the following action items are prioritized for consideration:

Immediate

1. Recommendation of Finance Committee to Council to approve a change in the budget for the Building Department as attached.
2. Resolution to create a Village position title "Building Department Administrator" with job duties as outlined in the attached documentation
3. Resolution to amend the South Russell Village Ordinance for pay rates to include a position called "Building Department Administrator" with the current pay rates of \$23 to \$32 per hour.
4. Motion to have the Mayor offer the position of Building Department Administrator to Nancy Grattino at the suggested rate of \$26.00 per hour plus benefits for a full-time employee.
5. Resolution to amend South Russell Village Ordinance 1440.05 establishing a permit fee of 1% of the value of the project effective 1 January 2021.

Current Operations

The following functions need to be addressed and individuals on an employee or contracted basis assigned to these functional positions:

- Building Department Head
- Building Inspector – residential and commercial
- Zoning Inspector
- Building Administrative function – permits, registrations, septic
- Zoning Administrative function – documentation and enforcement process
- Board Clerk – Administrative Board of Zoning Appeals
- Board Clerk – Administrative Architectural Review Board
- Board Clerk – Planning Commission
- Fire Marshall

PERMIT STATISTICS ~ JANUARY THRU JUNE ~ 2015 THRU 2020

<u>MONTH</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>PERMITS:</u>						
January	11	10	14	13	16	11
February	5	11	15	8	19	28
March	14	22	17	19	26	30
April	15	33	27	27	30	17
May	25	34	31	57	28	22
June	28	27	62	31	21	49
Total	98	137	166	155	140	157

REGISTRATIONS:

January	94	100	101	93	92	51
February	7	16	12	16	24	21
March	7	14	14	7	11	9
April	12	16	14	19	19	7
May	20	26	12	18	9	14
June	12	10	32	12	12	21
Total	152	182	185	165	167	123

A03

Building Department Fund

2013	\$	208,621
2014	\$	159,628
2015	\$	145,189
2016	\$	138,133
2017	\$	151,126
2018	\$	169,737
2019	\$	189,684
2020 Budget	\$	117,510
2021 Budget	\$	141,780

South Russell Village
Building Department Budget Process
2020

Account	2018 (actual)	2019 (actual)	2020 (budget)	2021 budget
Column1	Column2	Column4	Column6	Column72
Income Stream				
Building Permits (Proposed 1% permit fee)		16,180	20,000	20,000
				22,500
Zoning Permits		1,000	4,000	4,000
Mechanical Permits		16,917	23,000	23,000
Registrations/Licenses		25,900	30,000	30,000
Income	-	59,997	77,000	99,500
Expenses				
Staff				
Building Inspector	74,864	-	-	-
Zoning Inspector			13,000	-
Building Administrator	19,858	26,326	31,000	\$ 66,651.20
Building Clerk	7,762	263	-	-
Fire Marshall	902	610	5,150	5,250
Staff Expenses				
OPERS	14,348	4,778	6,160	
Medicare	1,492	496	800	1,800
health	11,767	995	-	
Life Insurance	84	14	100	100
Workers' Compensation	400	1,159	3,200	5,000
Health Savings Account	4,000	667	-	
Department Expenses				
Smoke Detectors	200	-	200	200
Bldgs/Utilities				
Bldgs/Cleaning				
Bldgs/Telephone				
Bldgs/Maintenance				
Furniture and Fixtures	-		500	-
Computers	2,845	2,149	3,000	3,000
Office Equipment				1,000
Office Supplies	1,971	1,755	2,000	2,500
Cell Phones	420	53	-	500
Travel/Mileage	337	-	-	200

Advertising	744	2,816	2,000	1,000
Safety			-	-
Education/Conferences	1,635	235	500	1,500
Professional Services	1,251	400	2,500	-
Inspection Services	24,000	38,825	42,000	48,250
Insurance	946	921	1,800	1,800
Membership/Dues	310	38	600	600
Misc/other	38	5,000	500	500
Gasoline	665	997	1,000	1,000
Vehicle Mtc.	-	1,534	500	500
Prosecutor			1,000	1,000
Office Expenses	35,162	54,723	57,400	63,350
Total Expenses	170,839	90,030	117,510	142,351
Net Costs	(170,839)	(30,033)	(40,510)	(42,851)

SAFEBuilt Proposal
Building Department Budget Process
2021

Account	2021 budget
Column1	Column72
Income Stream	
Building Permits	27,000
Zoning Permits	4,000
Mechanical Permits	23,000
Registrations/Licenses	30,000
Income	84,000
SAFEBuilt Sweep of Income	(84,000)
Expenses	
Staff	
Building Inspector	-
Zoning Inspector	-
Building Administrator	-
Building Clerk	-
Fire Marshall	5,250
Staff Expenses	
OPERS	
Medicare	
health	
Life Insurance	
Workers' Compensation	
Health Savings Account	
Department Expenses	
Smoke Detectors	200
Bldgs/Utilities	
Bldgs/Cleaning	
Bldgs/Telephone	

Bldgs/Maintenance	
Furniture and Fixtures	-
Computers	3,000
Office Equipment	1,000
Office Supplies	2,500
Cell Phones	500
Travel/Mileage	200
Advertising	1,000
Safety	-
Education/Conferences	1,500
Professional Services	-
Inspection Services	
Insurance	1,800
Membership/Dues	600
Misc/other	500
Gasoline	1,000
Vehicle Mtc.	500
Prosecutor	1,000
Office Expenses	15,100
SAFEBuilt Fee	50,000
Total Expenses	70,550
Net Costs	(70,550)

FOR DISCUSSION PURPOSES ONLY

Proposed 08/01/20

52 weeks a year

	<u>Hrs/week</u>	<u>rate</u>	<u>Tot/week</u>	<u>Annual</u>
Building Dept Admin Assistant	30	\$ 26.00	\$ 780.00	\$ 39,000.00
Permits				
Registrations				
Septic Systems				
BZA				
ARB				
Planning Commission				
Current Total	30		\$ 780.00	\$ 39,000.00
Assistant Zoning Inspector	10	\$ 26.00	\$ 260.00	\$ 13,000.00
Salary Compensation (as a full-time employee)	40		\$ 1,040.00	\$ 54,080.00
paid vacation*	Included			
9 paid Holidays	included			
2 Personal Days	included			
Sick Leave Accrued***				
Health Care**	\$ 83.34			\$ 1,000.00
Health Savings Account	\$ 4,000.00			\$ 4,000.00
OPERS^	\$ 630.93			\$ 7,571.20
Total Compensation				\$ 66,651.20

*paid vacation is based upon length of service. For purposes of calculating full-time service SRV proposes that current employee's part-time service be calculated from start date hours' worked divided by 40 to establish "Service Weeks" divided by 4.3 to establish "Service Months".

**The Employee would decline health care coverage and receive the health care waiver incentive

***Sick leave accrues at 10 hours per month of service worked.

^OPERS assumes employee contribution at 10% and Employer match at 14%

Inspection Solutions, LLC

EXHIBIT 1

FOR DISCUSSION PURPOSES ONLY

Proposed 08/01/20 (CJB)

50 weeks a year

	Hrs/week	# of weeks	\$/hour	Annual
Contracted hours	4.8	50	\$ 100.00	\$ 24,000.00
Excess hours - Office and Residential	5.7	50	\$ 50.00	\$ 14,250.00
Excess hours - Commercial	1.0	50	\$ 75.00	\$ 3,750.00
Zoning Inspector	5.0	50	\$ 25.00	\$ 6,250.00
Total Compensation	16.50		\$	48,250.00
Excess hours	11.70	50	=	585.00

**SERVICE AGREEMENT BETWEEN INSPECTION SOLUTIONS, LLC, AND
VILLAGE OF SOUTH RUSSELL**

THIS Service Agreement ("Agreement") is dated as of the ____ day of July 2020, between Inspection Solutions, LLC, and The Village of South Russell.

WHEREAS, Inspection Solutions, LLC ("Inspection Solutions") and The Village of South Russell ("Village") want to continue their relationship for the delivery of professional building inspection services.

TERM

This Agreement shall be in effect as of 1 July 2020. This Agreement shall be on a month to month basis and shall continue until either the Village or Inspection Solutions gives written notice of termination of the Agreement to the other with fifteen (15) days' notice.

RETAINER FEE

On the first day of the month as of 1 July 2020 and every month thereafter during the term of this Agreement, the Village will pay a retainer fee of Two thousand dollars (\$2,000) to Inspection Solutions. In exchange for said retainer, Inspection Solutions, by way of a certified building inspector, will provide the following services:

1. Up to twenty (20) hours per calendar month to answer questions, manage Village projects, and provide general advice and consulting and serve as the Village's Zoning Inspector.
2. Certification for the department for non-residential buildings.
3. Inspection Solutions reserves the right to have its certified building inspector perform work for other municipalities, corporations, individuals, and entities. However, in further consideration for the retainer, Inspection Solutions' primary commitment will be to the Village. Inspection Solutions will use its best efforts to ensure that any

scheduling conflict with Inspection Solutions' inspector is resolved in the Village's favor.

OUTSIDE THE RETAINER FEE

1. **Residential Inspections:** On a monthly basis, any additional days/hours of time beyond 20 hours for the services described in Paragraph 1 above for residential inspections will be billed by Inspection Services to the Village at Inspection Solutions' inspector's hourly rate – Fifty dollars (\$50.00) per hour – with a one hour minimum and billing in quarter hour increments for work beyond the first hour.
2. **Zoning Inspections:** On a monthly basis, any additional days/hours of time beyond the 20 hours for the services described in Paragraph 1 above in furtherance of Inspection Solutions' work for the Village as Zoning Inspector will be billed by Inspection Services to the Village at Inspection Solutions' Zoning Inspector's hourly rate – Twenty-five dollars (\$25.00) per hour – with a one hour minimum and billing in quarter hour increments for work beyond the first hour.
3. **Commercial Inspections:** Inspection Solutions shall provide ten (10) commercial and electrical inspections for the Village as required by the Village per month. Each inspection conducted by Inspection Solutions will be billed to the Village at the rate of Seventy-five dollars (\$75.00) each. Each additional commercial or electrical inspection beyond the first ten per month will be made by Inspection Solutions at no additional charge to the Village. Inspection Solutions will make every reasonable effort to consolidate commercial inspections to include electrical, structural, and HVAC into a single inspection and will be billed accordingly. All inspections will be completed timely according to state code. There will be no additional charge to the Village for re-inspections.

BILLING LIMITATIONS

Inspection Solutions agrees that the total dollars billed to the Village under this Agreement shall not exceed Forty-eight thousand, two hundred fifty dollars (\$48,250.00) per the example set forth in Exhibit 1 attached to this Agreement. Should Inspection Solutions reach the dollar limit of this Agreement as stated above, Inspection Solutions agrees not to bill the Village any amount beyond the limit unless first obtaining the written approval of the Mayor and Council.

BILLING AND PAYMENT

Inspection Solutions shall invoice the Village the first day of each month for service rendered above and beyond the Retainer in the prior month. Village will submit payment in full within Thirty (30) days. All payments, for both the monthly retainer and in satisfaction of monthly invoices, shall be made to:

Inspection Solutions, LLC, 8460 Lincoln Drive, Chesterland, OH 44026.

INSURANCE

Inspection Solutions shall maintain the following insurance coverages at its own expense throughout the term of this Agreement:

1. Errors and Omissions liability coverage with liability limits of One million dollars (\$1,000,000.00); and,
2. Personal injury, bodily injury, and property damage liability insurance, including automobile coverage, with liability limits of at least One million dollars (\$1,000,000.00) per occurrence. The Village will be listed as an additional insured under said insurance policy or policies.
3. Inspection Solutions will provide the Village with copies of all pertinent insurance policies and addendums upon the execution of this contract.

WORKERS COMPENSATION INSURANCE

Inspection Solutions shall comply with all State of Ohio requirements for Workers Compensation Insurance and provide the Village with written proof of the same.

ASSIGNMENT OF AGREEMENT

This Agreement may not be assigned by Inspection Solutions without the consent of the Village at its sole discretion.

IN WITNESS WHEREOF, each of the undersigned has executed this Agreement as of the date first above written.

INSPECTION SOLUTIONS, LLC

By: _____
David T. Hocevar, President

VILLAGE OF SOUTH RUSSELL

By: _____
William G. Koons, Mayor

ORDINANCE NO.: 2020-

FIRST READING

SECOND READING

INTRODUCED BY:

THIRD READING

ORDINANCE AMENDING ORDINANCE No. 2015-41, 2016-33, 2017-08, 2018-07, 2018-44, and 2020-07 BY AMENDING PAY RANGES FOR SOUTH RUSSELL VILLAGE EMPLOYEES DUE TO INCREASES OVER TIME.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of South Russell, Geauga County, Ohio that:

SECTION 1. The Pay Schedules for the following officers and employees of the Village of South Russell shall be as follows:

		MINIMUM		MAXIMUM	
	Mayor	\$19,618	per year	\$26,828	per year
	Council	\$4,635	per year	\$5,923	per year
1	Administrative Assistant	\$13.74	per hour	\$18.59	per hour
2	Board Administrative Assistant	\$13.74	per hour	\$18.59	per hour
3	Building Inspector	\$65,663	per year	\$88,838	per year
4	Fire Marshal	\$17.77	per hour	\$23.95	per hour
5	Fiscal Auditor	\$8,034	per year	\$11,330	per year
6	Fiscal Officer-Tax Administrator	\$75,190	per year	\$101,803	per year
7	Lieutenant	\$65,920	per year	\$88,580	per year
8	Maintenance-Laborer – Service Dept.	\$20.60	per hour	\$31.42	per hour
9	Part-time Patrol Officer	\$19.57	per hour	\$26.78	per hour
10	Patrol Officer	\$49,440	per year	\$82,556	per year
11	Police Chief	\$77,250	per year	\$104,030	per year
12	Police Corporal	\$19.57	per hour	\$26.78	per hour
13	Police Sergeant	\$62,624	per year	\$84,460	per year
14	Street Commissioner	\$71,070	per year	\$95,790	per year
15	Summer Help – Service Department	\$10.30	per hour	\$14.42	per hour
16	Zoning Inspector	\$20.39	per hour	\$29.55	per hour
17	Zoning Secretary	\$13.74	per hour	\$18.59	per hour
18	Building and Zoning Inspector	\$22.83	per hour	\$33.11	per hour
19	Admin Asst. Bldg Dept/Board Clerk	\$16.23	per hour	\$23.53	per hour
20	Part-time Zoning Inspector	\$20.39	per hour	\$29.55	per hour
21	Building Department Administrator	\$23.00	per hour	\$32.00	per hour

SECTION 2. The date upon which the above Pay Schedules shall be deemed in effect retroactively to January 1, 2020.

SECTION 3. Any position and pay range previously adopted which is not in conflict with this Ordinance and in effect as of the date of this Ordinance remains in full force and effect.

SECTION 4. Pay rates for new employees and pay rates for existing employees who change positions will be established by the Mayor within the Pay Schedules in effect at the time. Pay rate adjustments within the Pay Schedules will be established by motion and voted thereon by a majority vote of Council.

SECTION 5. This Ordinance amends Ordinance No. 2015-41, 2016-33, 2017-08, 2018-07, 2018-44, and 2020-07.

SECTION 6. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees on or after December 2, 1975, that resulted in formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22, Ohio Revised Code.

SECTION 7. This Ordinance is hereby declared to be an emergency measure for the immediate preservation of the health, welfare and safety of the residents of the Village of South Russell and for the further reason that the pay schedules need to be amended immediately in order to retain experienced personnel in the Village departments.

SECTION 8. This Ordinance shall be effective immediately upon its passage.

Mayor - President of Council

ATTEST:

Fiscal Officer

I certify that Ordinance No. 2020-____ was duly enacted on the ____ day of _____, 2020, by the Council of the Village of South Russell, and posted in accordance with the Ordinances of the Village.

Fiscal Officer

VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:	Position Title:	Building Dept. Administrator
-----------------------	------------------------	------------------------------

Dept./Div.: Administration	Employment Status:	Full-time
Reports to: Mayor	FSLA Status:	Non-exempt
Normal Hours: Varies	EEO Status:	01 – Officials/Admin.

QUALIFICATIONS:

Completion of secondary education or equivalent required; completion of post-secondary education (Associate's degree) preferred; minimum of three (3) years relevant experience and/or training in Building Department Administration; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None

EQUIPMENT OPERATED:

Computer, mobile phone, multi-line telephone, fax machine, copier, scanner, and other standard office equipment, vehicle.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

ESSENTIAL FUNCTIONS OF THE POSITION:

By reference and incorporation, the following job descriptions currently on file with the Village:

1. Board Administrative Assistant – Serving as the Board Clerk/Secretary to the Zoning Board of Appeals, the Architecture Review Board, and the Planning Commission.
2. Assistant Zoning Inspector (Zoning Secretary) – Provides the administrative support to the Zoning Inspector. Coordinates with the Zoning Inspector to make inspections, review documents, and ensure that the administrative process is followed.
3. Building Department Administrator (Administrative Assistant) to the Building Department – Provides administrative support to the Building Inspector.

OTHER DUTIES:

Performs other duties as assigned or directed.

POSITIONS DIRECTLY SUPERVISED:

None.

Signature of Appointing Authority

Date

Signature of Employee

Date

VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 1 of 2

Employee Name:		Position Title:	Board Administrative Assistant
Class Number:		Class Title:	Board Administrative Assistant
Dept./Div.:	Administration	Employment Status:	Part-time
Reports to:	Building Inspector	FLSA Status:	Non-exempt
Normal Hours:	varies	EEO Status:	06 – Administrative Support

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) required; completion of post-secondary education (Associate's degree) preferred; minimum of one (1) month of relevant experience and/or training performing responsible secretarial duties; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Calculator, computer, mobile phone, multi-line telephone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to fifty (50) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

95% (1) Serves as the Secretary for the Zoning Board of Appeal, the Architecture Review Board and the Planning Commission; performs a variety of confidential and complex administrative and secretarial functions; prepares correspondence and forms; maintains filing and retrieval systems and processes; takes meeting minutes; prepares a variety of forms, letters, memoranda, and reports; prepares and sets up for Board meetings; files and maintains Architecture Review Board cases.

(2) Maintains required licensure and certification, if any.

Developed by:

Date Adopted: 3/11/19

Clemons, Nelson & Associates, Inc.

Date Revised:

(3) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(4) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% (5) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: budgeting; accounting; office practices and procedures; Village/department goals and objectives;* Village/department policies and procedures;* workplace safety practices and procedures;* personnel rules and regulations;* computers and computer programs (e.g., Microsoft Office, Google Docs, Geauga Real Link, etc.); records management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; customer service.

Skill in: typing; data entry; word processing; switchboard or telephone console operation; computer operation; use of modern office equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; make day to day decisions; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare accurate documentation; copy records precisely without error; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; work alone on most tasks; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite.

POSITIONS DIRECTLY SUPERVISED:

None.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 1 of 4

Employee Name:		Position Title:	Zoning Secretary
Class Number:		Class Title:	Zoning Secretary
Dept./Div.:	Zoning Department	Employment Status:	Full-time
Reports to:	Zoning Inspector	FLSA Status:	Non-exempt
Normal Hours:	8:00 a.m. - 4:00 p.m. (Mon.-Fri.)	EEO Status:	06 – Administrative Support

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) required; minimum of one (1) year of relevant experience and/or training performing responsible administrative duties; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Calculator, computer, mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to fifty (50) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 30% (1) Provides administrative support to the zoning inspector (e.g., correspondence, answers phone calls, answers zoning questions, maintains office files, etc.); researches Village records as required; maintains database in computer and data entry of all zoning records (e.g., permits, variances, conditional uses, parks, nonconforming uses, etc.); maintains filing system for all zoning permits and variances; helps to ensure tax maps and subdivision maps are up-to-date; acts as a liaison between the Zoning Inspector and residents; acts as a liaison between the Zoning Inspector and Zoning Boards.

Developed by:

Date Adopted: 3/11/19

Clemans, Nelson & Associates, Inc.

- 30% (2) Provides administrative assistance for special zoning projects; processes building permit applications; files electrical permits; processes residential and commercial electrical applications and permits; provides staff support to other divisions.
- 25% (3) Answers telephone and directs calls to appropriate official or employee; greets visitors, ensuring hospitality and that visitor is properly directed, including walk-ins who have no appointment; schedules appointments or meetings as needed for officials or staff.
- 10% (4) Monitors office supplies and orders as needed; advises department head on needed equipment and supplies; coordinates paper flow and records management to ensure that office activities are properly documented.
- (5) Attends meetings, as directed; attends training and seminars, as directed.
- (6) Maintains required licensure and certifications, if any.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (9) Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: office practices and procedures; *Village/department goals and objectives; *Village/department policies and procedures; *workplace safety practices and procedures; *personnel rules and regulations; computers and computer programs (e.g., Microsoft Office, ArcGIS, etc.); community resources and services; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; drafting; land use planning; zoning and building codes; principles and practices of zoning and zoning enforcement.

Skill in: computer operation; use of modern office equipment; customer service.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; handle code enforcement situations both tactfully and impartially; read plans and specifications; multi-task.

POSITIONS DIRECTLY SUPERVISED:

None.

VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 3 of 4

Employee Name:		Position Title:	Zoning Secretary
Class Number:		Class Title:	Zoning Secretary
Dept./Div.:	Zoning Department	Employment Status:	Full-time
Reports to:	Zoning Inspector	FLSA Status:	Non-exempt
Normal Hours:	8:00 a.m. - 4:00 p.m. (Mon.-Fri.)	EEO Status:	06 – Administrative Support

(Signature of Appointing Authority)

(Date)

Date Adopted: 3/11/19

Developed by:
Clemans, Nelson & Associates, Inc.

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VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 1 of 2

Employee Name:		Position Title:	Administrative Assistant / Board Clerk
Dept./Div.:	Building Department	Employment Status:	Part-time
Reports to:	Fiscal Officer/Tax Admin	FLSA Status:	Non-exempt
Normal Hours:		EEO Status:	06 – Administrative Support

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) required; minimum of one (1) year of relevant experience and/or training performing responsible administrative duties; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Calculator, computer, mobile phone, multi-line telephone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to fifty (50) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 45% (1) Schedules, enters and tracks inspections; ensures permits are processed, entered and mailed; maintains office records; prepares various departmental reports; ensures septic records are kept and monitored; responds to requests from property owners and residents.
- 40% (2) Maintains and purchases departmental supplies; monitors office expenses; performs various other administrative tasks; performs office copying, scanning, and filing, as necessary; provides support to managers and inspectors.
- 10% (3) Serves as the Secretary for the Zoning Board of Appeal, the Architecture Review Board and the Planning Commission; performs a variety of confidential and complex administrative and secretarial

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

functions; prepares correspondence and forms; maintains filing and retrieval systems and processes; takes meeting minutes; prepares a variety of forms, letters, memoranda, and reports; prepares and sets up for Board meetings; files and maintains Architecture Review Board cases.

(4) Maintains required licensure and certifications, if any.

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% (7) Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: office practices and procedures; Village/department goals and objectives;* Village/department policies and procedures;* workplace safety practices and procedures;* personnel rules and regulations;* computers and computer programs (e.g., Microsoft Office, Custom Septic Software, etc.); records management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; customer service.

Skill in: typing; data entry; word processing; switchboard or telephone console operation; computer operation; use of modem office equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare accurate documentation; copy records precisely without error; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; work alone on most tasks; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite.

POSITIONS DIRECTLY SUPERVISED:

None.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

Building Committee Minutes

03 September 2020

Attending:

Mayor Bill Koons (WK)
Nancy Grattino (NG)
Jerry Canton (JG)
Chris Berger (CB)
Dave Hocevar (DH)

Building Department (BD)
Building Committee (BC)

Meeting called to order at 8:04AM.

1. NG presented the Building Department Report for August (attached) - 33 permits and 9 registrations with total receipts including deposits of \$13,393.69. CB raised the question of how much of the total receipts are refunded to residents? NG advised that the amount of refunds would not be known until the projects were complete. CB wanted to know how much of the permit fees collected should be reserved for refunds? NG explained that the software does not track this information but that we should, as a Building Department, investigate and review all outstanding deposits to determine if, and when, they should be refunded. DH noted that if refunds were not claimed, a forfeiture meeting before Council was required to accept abandoned deposits. WK suggested that we allot time in our less busy months of November to February to review this issue. All concurred.
2. JC asked about progress on amending fees schedules. NG said she was prepared to recommend a change from a flat fee for permits to a 1% of the value of the project with a minimum \$100 fee. CB asked to have the ordinances from neighboring communities that showed the 1% fee was a common best practice. WK suggested that the Solicitor could obtain and write the amended ordinance for introduction at the Sept. 14th Council Meeting.
.JC asked for other Ordinance changes to be proposed. NG said that the next one would be the deposit for BZA change to a flat fee. Building Committee to review at October meeting.
3. JC noted that the 3rd reading for the Septic Tank Ordinance amendment will be done at the Sept. 14th Council Meeting.
4. JC noted that the 3rd reading for the full-time Building Department position will be done at the Sept. 14th Council Meeting.
5. CB reviewed the capital expenditures list provided by the Fiscal Officer. The list requires the following changes:
 - a. Ford Explorer should be extended until 2022.
 - b. The copier in the Building Department is not a Toshiba but is a Xerox. The copiers were exchanged in the most recent office moves. Replacement should be scheduled for 2023.

- c. The Laptop/Tablet – whereabouts unknown – should be removed from the list once a final determination is made by the outside investigation.
 - d. There is an HP Laptop that is not on the list. It is at least 10 years old and should be scheduled for replacement.
6. The following items should be scheduled for repair/maintenance, or replacement in 2021:
 - a. Bathroom needs drywall fixed, paint, and cleaned.
 - b. Carpeting should be cleaned.
 - c. HP Laptop replaced.
7. NG noted that no backup process has been done for the desktop computer in the Building Department. CB suggested a removable hard drive be used for the backup. WK to talk with Chief Rizzo and arrange to purchase. CB volunteered to help if needed.
8. CB shared with the BC the discussion in Finance regarding a proposal for a VPN for the Village and a new website.
9. NG explained that she still did not have petty cash. CB to discuss with the Fiscal Officer.
10. WK asked NG if she was a notary. NG explained the only form the BD needs notarized is antiquated and only asks for a notary because SRV required it. Changing the form would eliminate the need. JC agreed we need to change it. WK to review with Solicitor if the form can be changed with/without Council approval. WK said the Fiscal Officer was a notary. CB noted that both Mark Porter and CB are notaries as attorneys.
11. Discussed the number of zoning complaints. DH advised a difficult situation with a commercial resident and adjacent vacant field. No action required at this time.
12. JC and CB reported on the Fire Marshall interviews. NG and DH offered their experience with Sean Davis who has been doing the inspections on a contract basis to the Village. WK will interview candidates and recommend to the Council. DH reminded everyone that the Fire Marshall needs to coordinate with BD to best serve the residents.
13. JC asked DH about the contract between Inspection Solutions and the Village. DH and WK reported that it was signed.
14. NG again requested copies of ALL ordinances passed in the Village so that she could have the most updated records. CB again to contact the Fiscal Officer.

JC moved for an executive session at 9:07AM to discuss the employment of a public official. CB seconded. Vote to approve. Attended by JC, CB, NG, and WK. Voted to leave executive session at 9:31AM.

At 9:31AM, JC made a motion to adjourn seconded by CB and agreed. Meeting Adjourned

Minutes approved by:


Gerald Canton, Chair

Building Committee Minutes

30 September 2020

Attending:

Mayor Bill Koons (WK)

Building Department (BD)

Building Committee (BC)

Jerry Canton (JC)

Chris Berger (CB)

Dave Hocevar (DH)

Meeting called to order at 3:30PM.

JC immediately moved to go to executive session for the purpose of interviewing candidates for potential employment by the Village. CB seconded.

The BC left executive session at 4:49PM.

CB asked if there was a next step in the interviewing process. WK said there was another candidate for tomorrow and the review of the potential candidates from the Indeed ad. JC asked if there were any other topics to discuss. Hearing none, JC made a motion to adjourn seconded by CB and agreed. Meeting Adjourned at 4:52PM

Minutes approved by:



Gerald Canton, Chair

Building Committee Minutes

01 October 2020

Attending:

Mayor Bill Koons (WK)

Building Department (BD)

Building Committee (BC)

Jerry Canton (JC)

Chris Berger (CB)

Dave Hocevar (DH)

Meeting called to order at 8:01AM.

1. JC questioned WK for an update on the search for an Administrative Assistant. WK reminded BC that there was an interview scheduled for this afternoon at 4PM. Discussed the interviews held on Wednesday, 30 September. WK thought both were good and represented both ends of the spectrum – one with only a year's experience and one with 30 year's experience. WK also noted that the Village had received a large number of applications – over 100 and asked for a method to sort to a reasonable size? CB suggested that an initial sort would be for those with Building Department or construction management experience. WK said he would ask the Fiscal Officer to do the first sort and then present the candidates to the BC as well as HR for determination on further interviews. JC agreed we should wait to receive the information from the Fiscal Officer and then proceed.
2. CB asked WK how the temp was doing in the BD? DH said she was doing fine but had no experience. She was passing messages on to DH to handle. DH said we needed to move quickly on a full-time replacement or we would get buried in work. WK said the Village was using the Admin Assistant to process Board and Planning Commission meeting notes. He felt we would be caught up by next week.
3. CB asked how the BC would move forward with the permit review process. JC responded that much of the research had been done prior to Nancy leaving. WK said we would need time from the Solicitor to review and amend the Ordinances for Council approval. He suggested that we budget \$10K for Solicitor time. CB suggested we take the Ordinances one at a time starting with the 1% Building fee Permit. WK to check with the Solicitor and advise.
4. JC suggested the BC talk about the budget. CB noted three specific line items:
 - a. Fire Marshall budget of \$5,250.
 - b. Admin Assistant budget – currently unknown salary and benefits requirement
 - c. Inspection Solutions – increase max total of \$48.5K or \$4.5K over 2019CB to lead the report at the Budget Meeting this evening. All other line items of the BD budget to remain unchanged.
5. CB asked about the CARES ACT and funding requirements from the BD. The VPN, cloud server, and laptop were all issues being addressed by the Fiscal Officer so no action by

the BC. CB suggested paint and carpeting for the office, hallway, and bathroom. WK said he would coordinate.

6. CB asked WK about the hard drive backup for the PC in the BD? WK had not spoken to the Chief about the process but would do so today. CB noted that the age of the PC made the lack of a backup a potentially bad situation.

JC asked if there were any other topics to discuss. Hearing none, JC made a motion to adjourn seconded by CB and agreed. Meeting Adjourned at 8:46AM

Minutes approved by:


Gerald Canton, Chair

Building Committee Minutes

01 October 2020

Attending:

Mayor Bill Koons (WK)

Building Department (BD)

Building Committee (BC)

Jerry Canton (JC)

Chris Berger (CB)

Dave Hocevar (DH)

Meeting called to order at 4:00PM.

JC immediately moved to go to executive session for the purpose of interviewing candidates for potential employment by the Village. CB seconded.

The BC left executive session at 4:36PM.

WK said we would get the next list of applicants today at the Budget Meeting. We would discuss the timing for more interview next week. JC asked if there were any other topics to discuss. Hearing none, JC made a motion to adjourn seconded by CB and agreed. Meeting Adjourned at 4:41PM

Minutes approved by:


Gerald Canton, Chair

Joint Meeting

Building and Human Resources Committee

Minutes

09 October 2020

Attending:

Mayor Bill Koons (WK)

Building Department (BD)

Building Committee (BC)

Mark Porter (MP)

Cindy Nairn (CN)

Chris Berger (CB)

Meeting called to order by MP at 2:10PM.

MP immediately moved to go to executive session for the purpose of interviewing candidates for potential employment by the Village. CN seconded. All voted Aye.

MP moved to leave executive session at 4:40PM. CN seconded. All voted Aye.

MP moved to adjourn the meeting at 4:41PM. CN seconded. All voted Aye. Meeting Adjourned.

Minutes approved by:



Mark Porter, Chair

Joint Meeting

Building and Human Resources Committee

Minutes

09 October 2020

Attending:

Mayor Bill Koons (WK)

Building Department (BD)

Building Committee (BC)

Mark Porter (MP)

Cindy Nairn (CN)

Chris Berger (CB)

Meeting called to order by MP at 2:10PM.

MP immediately moved to go to executive session for the purpose of interviewing candidates for potential employment by the Village. CN seconded. All voted Aye.

MP moved to leave executive session at 4:40PM. CN seconded. All voted Aye.

MP moved to adjourn the meeting at 4:41PM. CN seconded. All voted Aye. Meeting Adjourned.

Minutes approved by:



Mark Porter, Chair

Building Committee Minutes

15 October 2020

Attending:

Mayor Bill Koons (WK)
Danielle Romanowski (DR)
Ruth Griswold (RG)
Chris Berger (CB)

Building Department (BD)
Building Committee (BC)

Meeting called to order at 3:50PM.

WK introduced RG to DR. We proceeded to have a discussion regarding potential employment for RG in the Building Department and an explanation of employment practices and benefits regarding health care, sick time, and payrolling procedures for employees in SRV.

The meeting ended at 4:25PM.

Minutes approved by: _____
Christopher J. Berger, Member

Building Committee Minutes

5 November 2020

Attending:

Mayor Bill Koons (WK)
Gerald Canton (JG)
Ruth Griswold (RG)
Chris Berger (CB)

Building Department (BD)
Building Committee (BC)

Meeting called to order at 8:00AM.

JG welcomed RG to BD.


RG noted, with WK and JG concurrence that Caroline did a great job as a temp. Everyone appreciated the efforts of WK, Caroline, and Dave Hovevar (DH) keeping the BD going in the interim time.

1. JG and CB discussed the permit fee schedule and asked RG to begin as soon as possible to review changes needed. CB to provide comparable village ordinances as previously researched for RG to compare.
Permit fees to be 1% of the cost of the project. RG offered alternatives based on value of the home or square footage. To discuss with DH. Emphasis that recommendations need to be made to Council soon so that changes take effect in January 2021.
BZA deposits and refunds – RG felt this system was not workable and will suggest an alternative.
Roofing deposits – RG thought we could change to a flat fee. Will discuss with DH.
Registration fees – RG thought the fees were OK, but we needed an enforcement penalty for contractors registering after the fact. UH used a double the fee penalty which was agreed by all as punitive. Will discuss with DH and again in December's meeting. Also discussed landscapers and snowplow drivers and the interest in having them register in the Village. Discussion was tabled until the December meeting.
CB suggested the development of an information package to hand contractors with step by step instructions for operating within the Village. RG thought a good idea. JG concurred. Will add to our project list.
2. JG asked RG how the first week was proceeding. RG said she was very happy and wants to get organized.
3. JG discussed building hours and work schedule. RG concurred – 8-4MTWRF. Counter hours are M-R 8-3, F 8-12.
4. RG suggested we needed to update our Website information. RG to make a list of issues.
5. JG discussed the petty cash fund and safe. CB said he would contact Danielle to coordinate with RG.

6. WK and CB discussed the continuing need for communication among the four of us plus DH and Sean Davis. Sean will address Council Monday night with an update on his efforts as Fire Marshall.

JG moved to adjourn the meeting 8:47AM. CB concurred.

Minutes approved by:


Gerald Canton, Chair

Building Committee Minutes

15 December 2020

Attending:

Mayor Bill Koons (WK)
Gerald Canton (JC)
Ruth Griswold (RG)
Chris Berger (CB)

Building Department
Building Commission
Dave Hovevar (L...)

SIGNED
MINUTES

should this be
12/11/2020?

Meeting called to order at 10:00AM.

JC noted that a Holiday lunch for the BD would be held on December 15th at noon.

1. JC asked RG about the audit report being handled by the Solicitor. RG, WK, and DH concurred that while work was needed on updating the filing system at the BD, the audit process went well and that no additional issues were raised during the audit. CB asked if the concerns raised by the Planning Commission had more to do with how an application gets directed than with the individual permits? WK thought that was part of the concern. CB asked how the applications get directed and who makes the decision? RG said it was the Building Official – DH. CB asked if there was an appeals process from DH's decision and WK said not that he was aware of. CB said that if DH makes a determination, then that is the way an application will be handled. JC said he was comfortable with the 67 years combined experience of DH and RG and that was good enough for him. CB asked if an ordinance was necessary outlining the decision-making process for an application? WK said no. It should just be a departmental go/no go flowchart that directs an application to a particular committee if necessary. RG and DH agreed to work on a flowchart to explain the process to all parties. RG said that there were 6 applications in question; signage at Gurney school, The Plaza remodel, and 4 applications that were abandoned by the commercial applicants prior to processing. WK said that Thrasher Dinsmore required additional funding to write their report. CB suggested this was not a good use of funds. WK said there would be discussion at the next council meeting before proceeding.
2. JC discussed the 2021 proposed budget. There were no objections to the budget as proposed.
3. JC asked RG how the fee schedule review was proceeding. RG issued her draft review (attached). RG said we need to work through a number of scenarios to evaluate impact on any potential changes. RG and DH to continue to evaluate and discuss at the next BC meeting in January.
4. Reviewed the December permits and fees. RG noted that we have a significant number of deposits the get refunded upon completion of the work. This impacts the actual fees collected. DH noted the difference in fees and deposits and that we need additional

work on the list. Discussed fencing, roofing, interior remodels, HVAC, and exterior remodel permits. RG said that we need to address inconsistencies in our process. DH concurred.

5. JC asked about a Covid protocol for the BD and an emergency plan should either RG or DH be quarantined or test positive for the virus. Options were offered with possible backups for each position. By law, Laura Heilman is the backup for DH. RG has no backup but several individuals were discussed for either the Board Secretary or day to day portion of the position. RG and DH agreed to review with WK and ask for additional input from the Chief and the program created for the police department. CB raised the issue of working from home, laptop, wifi, and access to our BD software. WK agreed to work with RG and DH to address these issues.

JC moved to adjourn the meeting 10:53AM. CB concurred.

Minutes approved by:



Gerald Canton, Chair



Fees-work type	S Russell	Geauga County	Chagrin Falls	Streetsboro	Pepper Pike	Moreland Hills	Notes	Proposed increase
New House 4000 sf	.50 per sq ft \$2,000.00	\$250 + \$5 per 100 sq ft \$450.00	\$500 + \$10 per 100 sq ft \$900.00	\$200 + .50 per sq ft \$2,200.00	\$20 per 100 sq ft, Min. \$1500. \$1,500.00	.35 per sf, \$1250. Min. \$1,400.00		
Res. Addition 1,500 sf, \$40,000 valuation	.50 per sq ft, Min. \$100.00 \$750.00	\$100 + \$5 per 100 sq ft \$175.00	\$100 + \$5 per 100 sf \$175.00	2% cost of structure only \$800.00	.35 per sq ft, Min. \$150 \$525.00	.35 per sq ft, \$200 Min. \$525.00		
Res. Interior Remodeling 1500 sf, \$40,000 valuation	.25 per sq ft, Minimum \$100 \$375.00	\$100 + \$5 per 100 sq ft \$175.00	\$100 + \$5 per 100 sf \$175.00	2% of cost of structure only \$800.00	\$50 + \$3 per sq ft \$4,550.00	.30 per sq ft, \$200 Min. \$450.00		
Roofing	\$100.00			\$50.00	\$50.00	\$50.00		
Siding	\$100.00			\$50.00	\$50.00	\$50.00		
Fencing	Over 50 lineal feet \$100.00		Over 3' \$50.00	Over 6' tall \$65.00	\$50.00	\$40.00		
Swimming Pool	Above Ground: \$50.00 In-ground \$100	\$90.00	\$100.00	Above ground \$100.00 In-ground \$150.00	\$175.00	\$200.00		
Electrical for addition 1,500 sf (15 O/F)	\$100.00	\$90.00 + \$5 per 100 sf \$165.00	\$150.00	\$75 + .05/sq ft \$150.00	\$50 + \$2 per outlet/fixt. \$80.00	\$50 + \$2 per item, \$200 Min. \$200.00		
Plumbing 4 fixtures	\$100.00			\$75. + .10 per sq ft \$225.00	\$50 + \$5 per fixture \$70.00	\$50 + \$35 per fixture Min. \$200 \$200.00		

Fees, work type	South Russell	Geauga County	Chagrin Falls	Streetsboro	Pepper Pike	Moreland Hills		
HVAC Furnace & AC	\$100.00	\$90.00	\$50.00 + \$5. per ton for AC	\$125.00	\$125.00	\$100.00		
Hot water tank	\$40.00	\$75.00	\$50.00	\$55.00	\$55.00	\$50.00		
Deck	\$100.00				\$130.00	\$100.00		
Contractor Registration	\$100.00					\$100.00		

PERMIT STATISTICS REPORT

12/09/2020

11/05/2020 TO 12/09/2020

09:46 AM

DESC	RESIDENTIAL			COMMERCIAL/AGRI/INDUSTRIAL		
	PERMITS	FEEES	EST. COST	PERMITS	FEEES	EST. COST
BUILDING PERMIT	20	33,787.81	1,222,272	1	3,545.00	75,000
MISCELLANEOUS PERMIT	19	1,735.70	116,516	1	123.00	
PLUMBING PERMIT	2	1,201.00	24,300	1	101.00	
ZONING PERMIT	16	1,950.00	11,595	3	590.00	

SUBTOTALS	PERMITS	FEEES	EST. COST			

BUILDING PERMIT	21	37,332.81	1,297,272			
MISCELLANEOUS PERMIT	20	1,858.70	116,516			
PLUMBING PERMIT	3	1,302.00	24,300			
ZONING PERMIT	19	2,540.00	11,595			

GRAND TOTAL	63	43,033.51	1,449,683			

DETAIL FEES REPORT 11/05/2020 TO 12/09/2020 PAYMENT BREAKDOWN

PRNTFDET
12/09/2020
09:50 AM

PAYMENT TYPE	AMOUNT

CASH	201.00
CHECK	48958.51
VISA	0.00
MASTER CARD	0.00
AMERICAN EXPRESS	0.00
DISCOVER	0.00
MONEY ORDER	0.00
TAX ASSESSED	0.00
NO CHARGES	0.00
VOIDS	150.00
REFUNDS	-11805.00
REVERSALS	0.00
WRITEOFFS	0.00
TRANSFERS	0.00

TOTAL	37354.51

Building Committee Minutes

07 January 2021

Attending:

Mayor Bill Koons (WK)
Gerald Canton (GC)
Ruth Griswold (RG)
Chris Berger (CB)

Building Department (BD)
Building Committee (BC)
Dave Hocevar (DH)
Chief of Police Michael Rizzo (MR)

Visitor: Jim Flaiz

Meeting called to order at 8:00AM.

1. JC asked MR to address his issue for the meeting. MR noted that ordinance 1480.02(e) was a concern to both DH and the Police Department as many cars were now parked in driveways beyond the 72-hour permitted time. CB asked to distinguish between passenger vehicles and RV's, trailers, and campers. MR agreed that RV's, etc., parked in the front yard or driveway represented a different concern. DH agreed that these vehicles needed to be moved to the back of the property (per the code) or removed. WK asked if leniency was needed because of the pandemic and that many people were working from home. MR agreed. MR also noted that other ordinances could be used to address junk, trash, or non-operational vehicles in the front yards. DH concurred. DH noted that he wanted to have a uniform approach to the issue so that MR and his team would respond in the same way as DH and RG in enforcing zoning laws. GC noted with appreciation the efforts of BD to work in concert with the Police Department. A specific residence issue was raised regarding a vehicle parked "permanently" in the front yard. WK said he would meet personally with the resident to discuss the situation. MR voiced concern that a given situation would be addressed by a warning and then repeat itself weeks or months later and another warning would be issued. CB noted paragraph 3 of the ordinance allowing an escalation of penalties to citations should there be repeated attempts to avoid compliance. MR was satisfied with this response and agreed to work together with DH and RG to effect compliance in the Village.
2. GC asked RG about office issues. RG responded that she was satisfied with the working environment (with kudos to the cleaning crew for their good efforts). WK asked about removing the carpet. DH said a good cleaning would be welcome. RG did not feel it necessary to replace. CB, with GC concurring, told RG that they would follow her lead and that if she determined that something needed to be done, they would support her concerns.
3. RG made a brief report about backing up the Franklin permit software to the Cloud – she does that every day. CB noted that the Village had been looking at a centralized server. RG noted that we would have to talk to Franklin (and its successor company)

about the process for a change like this. DH noted that Streetsboro was now using a program called "CityServe" that processed online permit applications and processed payments by ACH or credit card. RG agreed that this was the future, and that BD should investigate this option. All concurred. CB said we would need a presentation from the company when we were ready to talk about the option. BC will re-visit in February and discuss a timeline for investigation, council approval, and potential implementation.

4. RG noted that BD needed to purge files from our "overstuffed" file cabinets. CB asked if there was a policy for records retention. DH and RG both noted the state rules regarding records. CB noted that SRV may want to retain some records longer than the state rules. RG said that these rules should be part of a departmental handbook. GC agreed and asked RG to start a discussion with DH and Danielle Romanowski about record retention policies. DH said the attic above was full of records. CB asked what kind? DH was unsure but thought some records went back to the 1960's. RG said that a firm "CityForce" came onsite to do digitizing of records. GC and CB both wondered aloud concerning the costs of such a project. WK thought we probably were not able to pursue digitizing. RG said that once we had a policy in place, her goal would be to establish some amount of time daily to sort and purge records. WK queried whether a high school student on a part-time basis could be of assistance? RG said that until she knew the scope of the project, she could not answer how or whether help would or could be used. GC said we would discuss at the February meeting.
5. GC asked about fee schedules. RG thought that, upon review, our fees were close to what other communities were charging. CB asked about the deposits and refunds and that some portion of the deposit should be non-refundable to defray administrative costs. DH thought this a good idea. RG and DH to meet to discuss further and make a recommendation to the BC in February.
6. GC asked if the report from the review of Building records requested by the Planning Commission had been issued. WK said it had not. GC said that upon issuance, the BC would meet to discuss concerns and recommendations from the report and be prepared to address to Council.
7. The Mayor has asked each committee to submit a five-year plan for action items. RG said that in addition to fee schedules, she would like to see a handbook for procedures. WK added that a flowchart for processing permits should be developed. WK also asked RG about simplifying month end reports to provide actionable information. RG also suggested simplifying forms by addressing specific situations instead of a generic form that requested information not germane to the situation. WK also asked the BD to address form letters sent to residents concerning their septic tanks. WK thought the letters "harsh". RG concurred and added this to the list. CB suggested trying to "bucket" some of the issues by the immediacy of the need. BC will further discuss in February.
8. DH wanted to inform BC of a meeting to be held at 10AM today (7 January 2021) regarding the storage of hazardous chemicals at a commercial location on Industrial Parkway. The Village Fire Marshall had inspected in November and found an issue regarding storage. No resolution between the Village, landlord, and tenant was able to be reached and the State Fire Marshall was called to participate in this meeting to effect

resolution. DH, WK, The Village Fire Marshall, and the Village Solicitor were all to attend and report back.

JC moved to adjourn the meeting 9:10AM. CB concurred.

Minutes approved by:


Gerald Canton, Chair

Building Committee Minutes

4 February 2021

Attending:

Mayor Bill Koons (WK)
Gerald Canton (JC)
Ruth Griswold (RG)
Chris Berger (CB)

Building Department (BD)
Building Committee (BC)
Dave Hocevar (DH)

Meeting called to order at 8:02AM by CB.

1. CB initiated a discussion of the Planning Commission Report (PCR). CB suggested that the report be reviewed from two differing perspectives. The first consideration is mistakes or errors in completing the process. The second is a review of the process and whether changes to the process should be considered. WK, RG, and DH reviewed each of the 18 cases cited in the PCR to address errors, omissions, or process considerations. Per CB and JC in their commitment to Council at the 25 January 2021 meeting, BC will provide a written outline of their review process to the Planning Commission and attend the 11 February Planning Commission Meeting to discuss and begin to create a forward plan. RG advised that she had begun to create a flowchart for processing permit applications. CB initiated a discussion of software considerations and web-based programs to allow online applications, status updates, etc. for the public. RG advised that the current software (Franklin) had been bought by another company that was going to “push” us into a web-based platform within the next few years. RG suggested that we arrange a demonstration from the company for all BC members to attend to gain an understanding of the conversion process and the features that the new software would offer the Village. CB suggested discussing the plan with the fiscal officer to coordinate new website options that the Village might be considering.
2. RG updated BC on her progress on fee schedules. A continuing source of frustration is the “refund process.” SRV currently requires a \$500 deposit for a plan review but invariably, refunds \$400 back to the applicant at the end of the review. Can we simplify to charge a non-refundable fee? Further, SRV has a long, complicated process for some applicants to request a refund of deposits and if not requested, how SRV moves to a forfeiture of the refund. RG asked if SRV could change their policy to “if refunds have not been requested within a year, then the monies become forfeited to SRV?” We agreed to continue to discuss in March.
3. RG has begun to update permit application forms. RG said that the old forms were designed to be a “one stop” form with boxes to check those issues that applied to a particular situation. Unfortunately, the consolidated form causes more confusion than good as applicants don’t know how to respond to sections that don’t apply to them. RG is suggesting more forms that are specific to a given purpose. As the forms are not in a Word document and easily edited, we need to consider the best use of time in making

- changes. RG to check with the printing company to see if an editable version of the forms is available for us to change or do, we have to start from scratch?
4. WK advised that there are several in-ground pool installations being planned in SRV for this Summer. A new pool cover that will hold 500 lbs. is becoming popular. WK said he was asked if such a cover could be used instead of fencing around the pool for safety reasons? Pool fences must be approved by Council on an individual basis. CB suggested that this seemed a cumbersome process. The Ordinance should be changed to be handled as all other fences. JC stated that ALL pools should have fencing around them. CB and DH agreed. CB to review the Ordinance and discuss in March.
 5. RG said she is still getting organized. The BD needs a handbook and flowchart. WK said we would work on both as time permits.
 6. WK asked about the value of the reports that are submitted to Council each month. They are confusing because of refunds. The dollars reflect "activity" and not "revenue." If we can resolve the refund issues, then the reports would have greater value.
 7. WK pointed out a resident situation where a car had been "parked" in the front for months without moving. That home now has a wheelchair ramp. WK was reluctant to press the derelict car issue in light of what appears to be new health issues. WK will contact the homeowner to discuss prior to initiating any citation.
 8. WK is asking the police chief to have officers during rounds look for RV's that are parked in the front of properties as part of enforcing our parking ordinances.
 9. WK said MC Art wants to create a play area behind their building and will apply for a permit to put up a fence. The application will probably need review by BZA, ARB and Planning Commission. Temporary stakes will be placed in the next few weeks so that everyone can see where the fence will go. WK reminded BC that 2 feet of the smaller building on the South side is actually on Village property. CB suggested that the Village quit claim that land to clean up any title issues.
 10. WK and RG noted that 2020 ended with \$99K of Activity at the BD. Another increase in several years of steady growth.
 11. WK reported the tree house in Kensington Green has now been approved by ARB. There are a few trim issues to be resolved once the weather improves.
 12. WK reported that the Gas Station in the Village had installed a "running copy" sign on their building. BZA had approved the variance. There was a complaint from a resident on the brightness of the sign and that it posed a safety issue. No permits have been secured for the installing the sign. WK to talk to the owner to resolve the issue.
 13. Fox Run has submitted several requests to be involved in the discussions regarding the Manor Brook Stream project to ensure that their neighborhood is not adversely affect. WK to communicate with them.
 14. RG reported that changing the software for the distribution of septic tank letters now that SRV has changed from every two years to every three is not as simple as hoped. The software was created by Al Randall, a village resident. DH to speak to him to update the software. RG has been making changes to the letters to be less "aggressive." RG to continue to update BC on her progress.
 15. DH and WK reported on the resolution of a hazardous material storage issue in the commercial section of the Village. Fire Marshall Davis had initiated the inspection and

found that the stored materials were in violation of Code. Working with the State of Ohio, landlord, and tenant, an agreement was reached to remove the material on a "draw-down" basis. Approximately 50% of the material has now been removed. DH noted that the tenant has secured alternative space in another community and is thought to be in the process of relocating. DH to follow up.

CB moved to adjourn the meeting 9:36AM. JC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair

Special Building Committee Meeting Minutes

11 February 2021

Members:

Mayor Bill Koons (WK), Dept. Head
Gerald Canton (JC), Member
Ruth Griswold (RG), Building Department Admin. Assistant
Dave Hocevar (DH), Building and Zoning Official
Chris Berger (CB), Chair

The members of the Building Committee attended the Planning Commission Meeting of 11 February 2021 – RG, WK, and DH attended consistent with their duties to the Planning Commission. CB and JC attended for the purpose of adding information, if able, regarding the Solicitor's Report on the Building Committee.

During the Planning Commission's discussion of the Solicitor's Report, it was determined that Dave Hocevar had left the meeting and was unavailable to answer questions. The meeting was then adjourned with the request that DH be available at the March 11th meeting for the Planning Commission to conclude their review of, and act upon, the unfinished permit applications as required.

Submitted by: _____
Christopher J. Berger, Chair

Special Building Committee Meeting Minutes

18 February 2021

Members:

Mayor Bill Koons (WK), Dept. Head
Gerald Canton (JC), Member
Ruth Griswold (RG), Building Department Admin. Assistant
Dave Hocevar (DH), Building and Zoning Official
Chris Berger (CB), Chair

Meeting called to order at 8:00AM by the Chair. This meeting was conducted via zoom.

The Building Committee (BC) met for the singular purpose to review the findings of the Solicitor's report to the Planning Commission.

The BC reviewed each of the 19 cases listed by the Solicitor and discussed in detail the issues with each case which included:

1. Abandoned or Withdrawn Applications
2. Missing paperwork
3. Missing documentation in the Building Department Software (BDS)
4. Recommendations to waive fees.
5. Conditional Use occupants
6. Signage requirements

The BC is now reviewing a draft of the detailed minutes of the Special Meeting and will submit the results of their discussion to the PC not later than 1 March 2021. PC has indicated that they will review these issues in detail with WK, DH, and RG at the next PC Meeting in March.

The chair stated that as a result of these discussions, the BC hopes that PC will make a recommendation for changes in process(es) or Ordinance(s) to close the loop on these errors and that in coordination with the BC, such recommendations would be brought to Council for consideration and implementation.

After the draft report has been reviewed by the BC and submitted to PC, the chair will submit the detailed report to Council.

The meeting was adjourned at 9:34AM by agreement of the chair and JC.

Submitted by: _____
Christopher J. Berger, Chair

Building Committee Minutes

4 March 2021

Attending:

Mayor Bill Koons (WK)
Gerald Canton (GC)
Ruth Griswold (RG)
Chris Berger (CB)

Building Department (BD)
Building Committee (BC)
Dave Hovevar (DH)

(Minutes are not contemporaneous – CJB)

Meeting called to order at 8:00AM by CB. The meeting was recorded via Zoom.

1. CB noted that the BC's response to the Solicitor's Report to the Planning Commission (PC) had been emailed to all Council Members as well as the Chair of the PC. BC to attend the March 11th, 2021 PC meeting to hear the PC's actions with regard to the Report and Response.
2. RG updated BC on her progress on fee schedules. While fee schedule may need some tweaking, for the most part, the fee structure looks consistent with surrounding communities. The largest administrative issue is the refunding of fees. RG and DH to suggest a modification to minimize refund situations and to provide for a mechanism that would revert uncollected refunds to the Village general fund. More discussion at the April meeting.
3. RG has started to update permit application forms. CB asked if we needed to have forms consistent with online application forms that may come as a part of the new BDS? RG to contact the BDS provider to arrange a presentation of the new software. CB asked WK to have a discussion among department heads with regard to website updates, etc. so that BC can coordinate if we are to move to the new software and online application process.
4. WK to consult with the Solicitor for an Ordinance that will update pool fence permit process. Suggested that SRV keep the pool fence requirement and place administrative authority with the Building Inspector.
5. CB asked RG about a BD handbook and flowchart. RG is making notes and starting to get organized. Will continue to discuss in future meetings.
6. CB asked RG about Monthly reports that better explain BD's efforts. A four-step process of Revenues, less Deposits refunded, less future refunds, Net Revenue. RG to review the BDS to see if such reports are possible and report back.
7. DH reported that he is working with the Chief on derelict cars in the Village. To report progress in April.
8. Discussion of potential liquor license for "The Sleepy Rooster". GC asked if this was "beer & wine" or "hard liquor"? WK and DH did not know. WK to discuss with the Solicitor.

9. Solar Panel regulations – WK suggested that we review neighboring communities for standards. DH to research and report.
10. The status of MC Art Studio was deferred pending a presentation at the March 8th Council Meeting.
11. Status of the Gas Station in the Village and the installed “running copy” sign on their building. RG reported that the issue was to be before PC on March 11th.
12. RG to report status for changing the software for the distribution of septic tank letters. DH to talk to AI (?) regarding help and report back.
13. DH and WK reported that progress was being made by the owner/tenant on the resolution of a hazardous material storage issue in the commercial section of the Village. DH and the Fire Marshall to continue to monitor.
14. WK reported that Fire Marshall Davis’ request to update the Village Ordinance for the Fire Code and penalties and fines was on his agenda to discuss with the Solicitor.
15. WK raised the issue of cross-training among Village personnel. CB noted that the training should be “backup” and not “cross-training”. The intention should be to have a level of competence to keep the office open in the absence of regular personnel but not such that every issue could and should be addressed. BC should have a plan identifying what could be handled and what issues should be deferred/postponed depending on the availability of given personnel.
16. DH and RG to discuss Items/announcements for Spring Newsletter-deadline Wed March 10

CB moved to adjourn the meeting 8:47AM. JC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair



Danielle Romanowski <fiscalofficer@southrussell.com>

FW: Building Committee Minutes of March 4, 2021

1 message

Bridey Matheney <BMatheney@tddlaw.com>

Wed, Mar 10, 2021 at 1:18 PM

To: Admin Assistant <adminassist@southrussell.com>, Danielle Romanowski <fiscalofficer@southrussell.com>

I am unsure if these meeting minutes will be posted for the next council meeting packets, but they do not reflect that I was present via Zoom for items 1 through 3 listed on the meeting minutes. My presence at the meeting was at the request of the mayor.

Thanks.

Bridey Matheney

Metropolitan Tier 1
Commercial Litigation
Metropolitan Tier 3
Personal Injury Litigation
Plaintiffs & Defendants
Arbitration, Mediation

Visit our website: www.tddlaw.com

Reply to: 100 7th Avenue, Suite 150, Chardon, Ohio 44024

440.285.2242 (Main)

440.285.3020 (Direct Dial)

440.285.9423 (Fax)

Cleveland Office: 1111 Superior Avenue, Suite 412, Cleveland, Ohio 44114 - 216.255.5431 (Main)

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From: Danielle Romanowski <fiscalofficer@southrussell.com>
Sent: Wednesday, March 10, 2021 11:19 AM
To: Bridey Matheney <BMatheney@tddl.com>
Subject: Fwd: Building Committee Minutes of March 4, 2021

----- Forwarded message -----

From: Admin Assistant <adminassist@southrussell.com>
Date: Wed, Mar 10, 2021 at 7:52 AM
Subject: Fwd: Building Committee Minutes of March 4, 2021
To: Danielle <fiscalofficer@southrussell.com>

Leslie Galicki

Administrative Assistant

(440) 338-6700 x222

----- Forwarded message -----

From: <cberger@southrussell.com>
Date: Tue, Mar 9, 2021 at 4:20 PM
Subject: RE: Building Committee Minutes of March 4, 2021
To: Admin Assistant <adminassist@southrussell.com>

As requested.

Chris

Special Building Committee Meeting Minutes

11 March 2021

Members:

Mayor Bill Koons (WK), Dept. Head
Gerald Canton (GC), Member
Ruth Griswold (RG), Building Department Admin. Assistant
Dave Hovevar (DH), Building and Zoning Official
Chris Berger (CB), Chair

The members of the Building Committee (BC) attended the Planning Commission (PC) Meeting of 11 March 2021 – RG, WK, and DH attended consistent with their duties to the Planning Commission. CB and GC attended for the purpose of hearing comments from the PC regarding the Solicitor's Report on the Building Committee and the additional comments provided by the BC.

The Planning Commission did not review the reviewed the solicitor's report nor the BC's comments. The PC voiced displeasure with the BC's attempt to provide additional clarity and information for the 19 cases cited in the solicitor's report suggesting that such efforts were an "attempt to whitewash" the issues raised in the solicitor's report. The PC further raised the issue that the BC was simply "a liaison" function between Council and the Building Department and therefore, served no purpose before the PC.

Further, the PC addressed the hours currently worked by DH as the Building and Zoning Official. The PC stated that 20 hours per week (the PC's estimate) are inadequate to meet the need and commented that the Village Council was attempting to get away "on the cheap." Complements were offered for the work RG has done in here short time but that inadequate resources have been allocated to the Building Department now, and prior to her arrival. A brief review of past Building Department staff ensued to demonstrate the reduction in hours in staffing for the Building Department and the accompanying problems or potential for problems.

The PC suggested that a flowchart or handbook from the Building Department should be prepared and presented to the PC to be "tested."

Neither this Chair nor Councilman Canton commented at this meeting.

The meeting was adjourned.

Submitted by: _____
Christopher J. Berger, Chair

Building Committee Minutes

4 March 2021

Attending:

Mayor Bill Koons (WK)
Gerald Canton (GC)
Ruth Griswold (RG)
Chris Berger (CB)

Building Department (BD)
Building Committee (BC)
Dave Hocevar (DH)

(Minutes are not contemporaneous – CJB)

Meeting called to order at 8:00AM by CB. The meeting was recorded via Zoom.

1. CB noted that the BC's response to the Solicitor's Report to the Planning Commission (PC) had been emailed to all Council Members as well as the Chair of the PC. BC to attend the March 11th, 2021 PC meeting to hear the PC's actions with regard to the Report and Response.
2. RG updated BC on her progress on fee schedules. While fee schedule may need some tweaking, for the most part, the fee structure looks consistent with surrounding communities. The largest administrative issue is the refunding of fees. RG and DH to suggest a modification to minimize refund situations and to provide for a mechanism that would revert uncollected refunds to the Village general fund. More discussion at the April meeting.
3. RG has started to update permit application forms. CB asked if we needed to have forms consistent with online application forms that may come as a part of the new BDS? RG to contact the BDS provider to arrange a presentation of the new software. CB asked WK to have a discussion among department heads with regard to website updates, etc. so that BC can coordinate if we are to move to the new software and online application process.
4. WK to consult with the Solicitor for an Ordinance that will update pool fence permit process. Suggested that SRV keep the pool fence requirement and place administrative authority with the Building Inspector.
5. CB asked RG about a BD handbook and flowchart. RG is making notes and starting to get organized. Will continue to discuss in future meetings.
6. CB asked RG about Monthly reports that better explain BD's efforts. A four-step process of Revenues, less Deposits refunded, less future refunds, Net Revenue. RG to review the BDS to see if such reports are possible and report back.
7. DH reported that he is working with the Chief on derelict cars in the Village. To report progress in April.
8. Discussion of potential liquor license for "The Sleepy Rooster". GC asked if this was "beer & wine" or "hard liquor"? WK and DH did not know. WK to discuss with the Solicitor.

9. Solar Panel regulations – WK suggested that we review neighboring communities for standards. DH to research and report.
10. The status of MC Art Studio was deferred pending a presentation at the March 8th Council Meeting.
11. Status of the Gas Station in the Village and the installed “running copy” sign on their building. RG reported that the issue was to be before PC on March 11th.
12. RG to report status for changing the software for the distribution of septic tank letters. DH to talk to AI (?) regarding help and report back.
13. DH and WK reported that progress was being made by the owner/tenant on the resolution of a hazardous material storage issue in the commercial section of the Village. DH and the Fire Marshall to continue to monitor.
14. WK reported that Fire Marshall Davis’ request to update the Village Ordinance for the Fire Code and penalties and fines was on his agenda to discuss with the Solicitor.
15. WK raised the issue of cross-training among Village personnel. CB noted that the training should be “backup” and not “cross-training”. The intention should be to have a level of competence to keep the office open in the absence of regular personnel but not such that every issue could and should be addressed. BC should have a plan identifying what could be handled and what issues should be deferred/postponed depending on the availability of given personnel.
16. DH and RG to discuss Items/announcements for Spring Newsletter-deadline Wed March 10

CB moved to adjourn the meeting 8:47AM. JC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair

Building Committee Minutes

1 April 2021

Attending:

Mayor Bill Koons (WK)
Gerald Canton (GC)
Ruth Griswold (RG)
Chris Berger (CB)

Building Department (BD)
Building Committee (BC)
Dave Hocevar (DH)
Mike Carroll

Meeting called to order at 8:03AM by CB. The meeting was held and recorded via Zoom.

1. CB noted that the BC's response to the Solicitor's Report to the Planning Commission (PC) was not acted upon at the last PC meeting. CB suggested that BC wait for PC's April meeting. If no action taken, then the BD will act to close abandoned applications and update any additional files, as necessary. GC concurred.
2. RG updated BC on her progress on fee schedules. RG stated that the continuing administrative issue is the refunding of fees. CB noted that changing the process to a non-refundable fee schedule might be advantageous to the BD for recordkeeping but not the best service to the community. RG and DH to suggest a modification to minimize refund situations and to provide for a mechanism that would revert uncollected refunds to the Village general fund. More discussion at the May meeting.
3. RG has started to update permit application forms, create a handbook and flowchart. RG has arranged a demo of online software for Friday, April 9th. WK has not yet had a discussion among department heads with regard to website updates, etc. so that BC can coordinate if we are to move to the new software and online application process. WK to report in May.
4. WK to consult with the Solicitor for an Ordinance that will update pool fence permit process.
5. DH reported that he is working with the Chief on derelict cars in the Village. 17 situations were reported in March including jet skis, boats, and woodchippers illegally stored. Citations to be issued.
6. CB asked about the status of potential liquor license for "The Sleepy Rooster". WK to discuss with the Solicitor.
7. Solar Panel regulations – WK suggested that we review neighboring communities for standards. DH to research and report in May.
8. The status of MC Art Studio was discussed. WK suggested that MC apply for a permit for the fencing project and have the issue directed to ARB and BZA.

9. Status of the Gas Station in the Village and the installed “running copy” sign on their building. WK reported the sign is turned off. Apparent issue with the gas price sign.
10. RG reported that the status for changing the software for the distribution of septic tank letters is now deferred pending potential software changes. No new letters need to be issue with the change from two to three years until 2022. Therefore, we will wait before deciding to update the current software.
11. DH and WK reported again that progress was being made by the owner/tenant on the resolution of a hazardous material storage issue in the commercial section of the Village and that the tenant was in the process of moving. DH and the Fire Marshall to continue to monitor.
12. WK reported again that Fire Marshall Davis’ request to update the Village Ordinance for the Fire Code and penalties and fines was on his agenda to discuss with the Solicitor. The Fire Marshall will report to Council on April 12th and also discuss food trucks.
13. WK raised the issue of cross-training among Village personnel. CB noted that the training should be “backup” and not “cross-training”. The intention should be to have a level of competence to keep the office open in the absence of regular personnel but not such that every issue could and should be addressed. BC should have a plan identifying what could be handled and what issues should be deferred/postponed depending on the availability of given personnel. RG noted that training should be concurrent with the new flowchart/handbook that outlines departmental procedure.

CB moved to adjourn the meeting 9:28AM. GC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair

South Russell Village Building Committee 2021

April 1, 2021 at 8AM via Zoom and to be recorded.

Agenda items

- 1. Report to the Planning Commission - what steps should be taken?**
- 2. RG to update BC on her progress on fee schedules.**
- 3. RG to update progress on permit application forms. Consistent with online application forms? April 9th meeting**
- 4. What steps should be taken to update pool fence ordinance? Do we need to get the Solicitor involved?**
- 5. What can the BC do to help RG for a BD handbook and flowchart?**
- 6. Monthly reports need to be modified to provide useful information. What does the BC want to see in the reports submitted to Council?**
- 7. Progress report on derelict cars in the Village**
- 8. Liquor license for "The Sleepy Rooster" Status?**
- 9. Solar Panel regulations**
- 10. Status of MC Art request**
- 11. Status of the Gas Station in the Village and the installed "running copy" sign on their building.**
- 12. RG to report status for changing the software for the distribution of septic tank letters. DH to talk to AI (?) regarding help.**
- 13. DH and WK to report on the resolution of a hazardous material storage issue in the commercial section of the Village.**
- 14. Fire Marshall Davis' request to update the Village Ordinance for the Fire Code and penalties and fines.**
- 15. Backup Training**

Building Committee Minutes

Special Meeting

5 May 2021

Attending:

Mayor Bill Koons (WK)
Gerald Canton (GC)
Ruth Griswold (RG)
Chris Berger (CB)

Building Department (BD)
Building Committee (BC)

Meeting called to order at 8:08AM by CB. The meeting was held in person and recorded via Zoom.

1. RG updated BC on her progress on fee schedules. RG to provide copies of her review to the Committee.
2. RG stated she is continuing to update permit application forms, create a handbook and flowchart. RG has arranged two additional demos of online software. RG would like to review the flowchart with Planning Commission. RG is looking for help from someone who can format the Flowchart. GC mentioned a potential project for Chagrin Falls High School student? GC will investigate and report back.
3. RG ready to start backup training the end of May. Will coordinate with WK and whatever personnel are to be assigned the backup responsibility.
4. CB reported that the State Auditor was to report on the Village Audit on Friday, May 7th. The Auditor would recommend additional controls for handling funds between the BD and the Fiscal Officer (accounting function). After the meeting, CB and GC to bring recommendations to the BD for consideration.
5. CB reported that the Pool Fence Ordinance changes were passed by Council.
6. Recommendations for fence changes were submitted to Planning Commission for comment.
7. Flowchart issues addressed above.
8. WK advised that the derelict cars issue was being handled by Dave Hocevar and Chief Rizzo. No further action required by the BC.
9. WK reported that Dave Hocevar would present potential Ordinance changes at the BC meeting in June.
10. WK reported that the MC Art request is with the BZA. No further action is required by the BC.
11. WK reported that the Gas Station sign is with Planning Commission and BZA. No further action is required by the BC.
12. WK reported that the hazardous material issue in a commercial tenant in the Village has been addressed. No further action required by the BC.

13. CB reported that Council passed an amended Ordinance regarding the Fire Code. Additional ask from the Fire Prevention Officer regarding fines was discussed by Council. Councilman Carroll to provide suggested language to the Solicitor for review.

CB moved to adjourn the meeting 8:45AM. GC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair

Building Committee Minutes

1 July 2021

Attending:

Mayor Bill Koons (WK)
Dave Hocevar (DH)
Gerald Canton (GC)
Chris Berger (CB)

Ruth Griswold (RG)
Building Department (BD)
Building Committee (BC)
Chief Rizzo (MR)

Meeting called to order at 8:04AM by CB. The meeting was held in person.

1. WK informed BC that sandwich board signs' ordinance in the business district were going to be enforced starting in July. CB suggested mailing a notice to all businesses of our change in policy. WK thought an announcement in the newsletter was sufficient. WK was going to start by visiting the 5 or so businesses currently using sandwich boards and informing them of the ordinance. GC again noted that we should be consistent in our enforcement of the rules. MR raised the issue of paving signs – advertisements for paving companies placed at the site of completed paving/sealing jobs. We need to find out what the Ordinance calls for and start enforcing if non-compliant. Further discussion at the August meeting.
2. GC raised the additional sign issue at the Gas Station. A discussion was held regarding the process of ABR, its approval, and the necessary follow-up to ensure that their approval is followed in the implementation stage. RG noted that she took the minutes for ABR and that she reported those to DH.
3. MR asked to discuss zoning issue with non-operational vehicles parked in the front yards of several homes in the Village. MR, WK, and DH to meet with resident on Bell to discuss a solution to their parked vehicles the complies with the Ordinance.
4. CB confirmed that a special meeting of Council will be held at 6pm on July 12th. One of the issues is fencing ordinances. Council had tabled the motion to amend the fencing ordinance and sent to PC for a recommendation. PC responded that split rail fences could be on the property line, but all other fences had a 3-foot setback requirement. The public hearing on July 12th will gain feedback from the community on the issue and BC will review in August to make a recommendation to Council at the August meeting.
5. RG reported that she was ready to recommend to BC that we migrate to City Force software (the successor to our current, Franklin Software). RG to request a contract proposal from City Force for review at BC August Meeting. BC will then make a recommendation to Council at the August meeting.
6. RG provided a flowchart of permitting processes with hand notes. GC and CB will work with Chagrin Falls schools to get help to format into an editable computerized form for further discussion.
7. WK, DH, and RG noted that activity levels in both permits and zoning have almost doubled in the last two years. RG provided reports to BC. DH stated that

RG has been handling all the paperwork for permits, zoning, and the board work as well as cleaning up/out old paperwork and files. GC noted how "cleaned up" the offices look. RG said she had a lot more work to do. DH is limited by the terms of his contract time. CB said that perhaps, with the new software coming, and activity levels up, maybe, BC should consider asking for additional help in the BD. DH said that he knew of a Russell resident that was currently working part-time for Streetsboro as the Zoning Inspector and could be available to work as an assistant zoning inspector in South Russell if we wanted. CB asked how many hours and for how long? DH said 4 hours per week until November 1st and then we could re-evaluate need. BC to discuss further.

8. CB raised the issue of renewing Inspection Solutions contract and asking for a 6-month termination notice to protect the Village. DH said that he would work with the Village in any way he could. CB said he thought the real issue was not termination time but what if DH became "unavailable." What would the Village have to do to replace DH? BC does not have a solution at this time but will continue to discuss.

CB moved to adjourn the meeting 9:26AM. GC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair

Building Committee Minutes

12 August 2021

Attending:

Mayor Bill Koons (WK)
Dave Hocesvar (DH)
Gerald Canton (GC)
Chris Berger (CB)

Ruth Griswold (RG)
Building Department (BD)
Building Committee (BC)
Chief Rizzo (MR)

Meeting called to order at 8:04AM by CB. The meeting was held in person.

1. WK and RG asked about the opportunity to “bank” hours for RG. CB and GC discussed the policy of overtime for the employee and that we did not want to have an issue with “banking” hours. RG was very aware that we have not authorized any overtime and wanted to keep to that policy. RG was looking for some flexibility in responding to work needs. CB asked both RG and WK to review the need to bank hours for further discussion and if necessary, adjusting policies in discussion with the HR Committee.
2. Fence Ordinance was again discussed. BC position is that if a distinction needs to be made for split rail fence with or without wire fencing attached, then BC would recommend NOT changing the existing ordinance – it would be too confusing.
3. 18 Daisy Lane was discussed for the parking of commercial vehicles overnight. Draft ordinances were presented from other municipalities for discussion. DH informed BC that there is no existing ordinance covering this situation.
4. RG advised that she is ready to proceed on the updated software with CityForce. CB asked to have a draft contract for the September meeting. A discussion was held with MR regarding technology issues for the new software. An upgrade to the Wi-Fi system was agreed upon and MR subsequently communicated that to Spectrum for implementation. It was agreed that an updated desktop was required and that the budget was already in place to do so. No other upgrades are required at this time.
5. Continued discussion with RG regarding ARB submissions and re-submissions and the associated fees. GC asked for a recommendation to change the ordinance to compensate the ARB members fairly. RG to present in September.
6. CB again raised the issue of renewing Inspection Solutions contract and asking for a 6-month termination notice to protect the Village. DH said that he would work with the Village in any way he could. CB said he thought the real issue was not termination time but what if DH became “unavailable.” What would the Village have to do to replace DH? BC does not have a solution at this time but will continue to discuss.

CB moved to adjourn the meeting 9:17AM. GC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair

Building Committee Minutes

2 September 2021

Attending:

Mayor Bill Koons (WK)
Dave Hocesvar (DH)
Gerald Canton (GC)
Chris Berger (CB)
Tim Alder (TA)

Ruth Griswold (RG)
Building Department (BD)
Building Committee (BC)
Chief Rizzo (MR)

Meeting called to order at 8:04AM by CB. The meeting was held in person.

1. WK asked about hiring a part-time zoning inspector for a 30 week period between March and October. Part-time would mean 4 hours per week. GC and CB agreed to present to Council for discussion. WK, CB, and GC agreed that DH and RG were doing a good job but needed help – especially, during the Summer busy season. CB asked the Mayor what the salary range would be for the position. WK thought that about \$30/hr. would be reasonable.
2. Fence Ordinance was again discussed. DH said that without further clarification regarding split rail fences, best to leave the ordinance as is and submit any requests for a variance to BZA.
3. 18 Daisy Lane was again discussed for the parking of commercial vehicles overnight. BC agrees that the draft ordinance for Grove City (attached) would be sufficient. Additional discussion is required with the Solicitor regarding the GVW requirement.
4. CityForce. Draft contract has been received and sent to the Solicitor for review. A “redline” copy has been returned for Committee review. Pending approval, intend to present for Council approval at an October 2021 Council Meeting. The Chief reported that the modem upgrade requested in August has been installed by Spectrum. A new HP desktop computer was installed on RG’s desk and all local files have been transferred to the new equipment. RG says she is ready for CityForce when Council signs the agreement. Chief says no additional hardware is required.
5. Continued discussion with RG regarding ARB submissions and re-submissions and the associated fees. GC asked for a recommendation to change the ordinance to compensate the ARB members fairly. RG to present in October. There was consensus among the committee that we need to get moving on these ordinance changes.
6. CB asked Tim Alder to be present at the meeting to discuss ditching/culvert pipe and the process for residents to make changes – specifically, replace the ditch with a culvert pipe and covered by dirt and grass. TA explained the existing process is for DH and TA to work together to review any applications received to either the Building or Service Department and make a recommendation to allow or not. Safety is the primary decision point. CB asked if there was consistency in handling the requests. DH and TA concurred that less than 3 requests were made per year on average. CB asked what happened if a resident enacted the change without Village approval. TA said he was not aware of this happening but

that his staff “ride” the village weekly and would see and report such a change. CB asked TA about reporting this type of information through the new software. TA suggested a training session once the software is installed for TA to understand what is available. TA agreed that any good use of the software should be taken advantage of.

7. RG raised the issue from a resident regarding restrictions against AirBNB or VRBO rental issues within the Village. RG to call other municipalities for sample ordinances and report back.

CB moved to adjourn the meeting 9:38AM. GC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair

EXAMPLES OF REGULATIONS OF COMMERCIAL VEHICLES

I. Grove City, Ohio

351.17 PARKING OF COMMERCIAL VEHICLES IN RESIDENTIAL DISTRICTS.

(a) No commercial tractor, truck, trailer or commercial automobile weighing more than 8,000 pounds shall be parked, stored or allowed on any lot or parcel of land or on the street in any residential district.

(b) However, this section shall not apply to such vehicles used for conveying the necessary tools and materials to premises where labor using such tools and materials is to be performed during the actual time of parking of such vehicles, nor to the actual time during which such vehicles are being loaded or unloaded or used to deliver or hoist property or merchandise for completion of delivery as long as such activities referred to in this provision are conducted diligently and without unnecessary delay.

(Ord. C41-82. Passed 6-21-82; Ord. C3-87. Passed 2-2-87.)

Building Committee Minutes

7 October 2021

Attending:

Mayor Bill Koons (WK)
Dave Hocevar (DH)
Gerald Canton (GC)
Chris Berger (CB)
Mark Porter (MP)

Ruth Griswold (RG)
Building Department (BD)
Building Committee (BC)
Cindy Nairn (CN)

Meeting called to order at 8:03AM by CB. The meeting was held in person at Village Hall.

1. WK invited the HR Committee to attend to discuss applicants for the Part-time Zoning Inspector. CN's notes on the discussion are attached. WK suggested that the Street Department Commissioner be approached to apply for the position. Subsequent to this meeting, GC and CB met with the Street Commissioner and asked his interest in the position. A letter of interest has subsequently been received from Tim Alder.
At the conclusion of this discussion, MP and CN left the meeting.
2. WK again raised the issue of 18 Daisy Lane and 1233 Bell Road as issues that require Zoning attention. WK, DH, and RG again discussed the need an ordinance addressing the parking of commercial vehicles overnight. BC agrees that the draft ordinance for Grove City (attached) would be sufficient. Additional discussion is required with the Solicitor regarding the GVW requirement.
3. WK stated that all the temporary signs in the business district have now been removed.
4. CityForce. Draft contract has been received from the Solicitor with suggested changes. CB to provide to Council on October 11th for their review.
5. MC Art – DH and WK expressed further concern with the appearance of the property, addition of signs, etc. WK to speak with the owners. DH asked to have safety and traffic issues addressed. Concern for trucks backing out of the garage with cars parked/dropping off kids from Village property to MC Art.
6. Continued discussion with RG regarding ARB submissions and re-submissions and the associated fees. GC asked for a recommendation to change the ordinance to compensate the ARB members fairly. RG to provide (received on October 8th). There was consensus among the committee that we need to get moving on these ordinance changes.
7. DH again raised the issue of Solar Panels. We need an Ordinance to address.
8. RG raised the issue from a resident regarding restrictions against AirBNB or VRBO rental issues within the Village. RG provided a sample Ordinance for BC to review and discuss in November.
9. RG reported that the park rental concerns have not been an issue.
10. WK reported receiving an inquiry as to the Ordinance in place regarding Marijuana based businesses. The Village has an Ordinance prohibiting such businesses.

11. WK asked DH about Swimming Pools and if there had been further issues regarding fencing. DH reported no further discussion.
12. WK suggested a Special Building Meeting on October 25 at 6PM to address B&B issue.

CB moved to adjourn the meeting 9:18AM. GC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair

**Joint Human Resource and Building Committee Meeting
October 7, 2021, 8:00 a.m.**

Members Present: Chairman Nairn, Porter, Chairman Berger, Canton, Mayor

The meeting was called to order.

Nairn reported that eight resumes for the part-time Zoning Inspector were reviewed/discussed. The committees decided on a group of three from the submitted resumes. Fiscal Officer will be setting up an interview schedule for the three candidates the week of Oct.11, 2021. There was discussion of possibly the Street Commissioner being utilized as a future part-time Zoning Inspector.

HR portion ended at 8:35 AM.

Cindy Nairn, Chairwoman HR

EXAMPLES OF ORDINANCES

NONE

Building Committee Minutes

25 October 2021

Attending:

Mayor Bill Koons (WK)
Dave Hocesvar (DH)
Gerald Canton (GC)
Chris Berger (CB)

Building Department (BD)
Building Committee (BC)
Greg Heilman

Meeting called to order at 6:00PM by CB. The meeting was held in person at Village Hall.

1. RG provided a list of changes to the fees and permits schedule for discussion. WK “walked” through
 - Roof Deposit
 - ARB resubmittal fee
 - Handbook
 - Commercial Vehicles
 - Comparison of fee schedule compared to surrounding communities
2. WK raised the discussion of applicants for the part-time zoning inspector. WK would like to have a recommendation from BC by the next meeting.
3. WK again raised the issue of 18 Daisy Lane and 1233 Bell Road. The Bell Road issue will go to a court hearing the first week in November. A draft ordinance has been proposed for commercial vehicles parked overnight at residences. BC needs to make a recommendation to Council. WK still needs to address the Solicitor regarding the GVW requirement.
4. WK questioned whether the monthly reports to Council from the BD had value. RG to streamline.
5. CityForce. Contract to be approved at Council for moving forward.
6. WK would like to see RG be able to bank hours to better manage work flow. BC to discuss further.
7. Chickens – WK said some residents are raising chickens and the existing ordinance needs to be enforced.
8. WK raised the issue of transitioning Council Members to new committees in 2022. What can current BC do to assist in the process?

CB moved to adjourn the meeting 7:10PM. GC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair

EXAMPLES OF ORDINANCES

NONE

Building Committee Minutes

4 November 2021

Attending:

Mayor Bill Koons (WK)

Gerald Canton (GC)

Chris Berger (CB)

Building Department (BD)

Building Committee (BC)

Meeting called to order at 8:04AM by CB. The meeting was held in person at The Building Department.

1. WK was providing coverage for RG who was off this day. WK took the opportunity to talk about cross-training. CB advised that the Finance Committee and HR had discussed a possible second administrative assistant on a part-time basis to address this and other issues. This is acceptable to the BC but training needs to start soon as the new software will come in January.
2. WK said that the ARB resubmittal fee was discussed at ARB and that a recommendation to BC would be forthcoming.
3. WK would like to appoint Tim Alder as the part-time zoning inspector and asked if the interviewing process needed to go forward? Issue to be raised with HR and Council?
4. WK offered no new information regarding the issue of 18 Daisy Lane and 1233 Bell Road.
5. WK questioned whether the monthly reports to Council from the BD had value. RG to streamline.
6. CityForce. CB reported that the contract was approved at Council.
7. WK again said he would like to see RG be able to bank hours to better manage work flow. BC to discuss with HR.
8. WK raised the issue of transitioning Council Members to new committees in 2022. What can current BC do to assist in the process? WK thought that keeping one of the two current Council Members on the committee would help in continuity. CB and GC agreed.

CB moved to adjourn the meeting 8:47AM. GC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair

EXAMPLES OF ORDINANCES

NONE

Building Committee Minutes

2 December 2021

Attending:

Mayor Bill Koons (WK)
Ruth Griswold (RG)
Gerald Canton (GC)
Chris Berger (CB)

Building Department (BD)
Building Committee (BC)

Meeting called to order at 8:04AM by CB. The meeting was held in person at The Building Department.

1. WK reported that 1233 Bell Rd situation was scheduled for another hearing on 12/15/21 – parking in front of the house issue.
2. RG reported that the new software installation was scheduled to be up and live by March 1st, 2022. RG needs to talk with Fiscal Officer and Finance Committee to arrange accepting credit cards. To be discussed at 1/10/22 Council Meeting.
3. WK said that the ARB resubmittal fee was discussed at ARB. ARB was non-committal. CB suggested that the ARB fee be upped to \$150 and no additional resubmittal fees be added. RG thought the idea valuable and asked that it be presented to Council. WK to discuss with the Solicitor to implement 3/1/21.
4. RG also suggest that the BZA process be converted to a flat fee of \$300 with no refund. WK to discuss with the Solicitor.
5. RG also suggested that the PC fee be converted to a flat fee of \$250 with no refund. WK to discuss with the Solicitor.
6. WK would like to appoint Tim Alder as the part-time zoning inspector. Tim has expressed reluctance to take the additional responsibility. GC suggested that we try on an interim basis. WK to talk with Tim and see if we can go forward on a trial basis.
7. WK again raised the issue of transitioning Council Members to new committees in 2022. What can current BC do to assist in the process? WK thought that keeping one of the two current Council Members on the committee would help in continuity. CB and GC agreed.
8. Schedule the next meeting for January 6, 2022 at 8:00AM.

CB moved to adjourn the meeting 8:46AM. GC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair

EXAMPLES OF ORDINANCES

NONE